Administrative Procedure 165

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

All information provided to individuals upon request must be done in accordance with the provisions of the *Local Authority Freedom of Information and Protection of Privacy Act*. LAFOIPP

The Director has appointed a Superintendent of Schools as the LAFOIP Coordinator.

Procedures

1. Subject to the limitations in the *Local Authority Freedom of Information and Protection of Privacy Act*, upon application to the LAFOIP Coordinator, upon payment of the prescribed fee, and subject to the limitations of section 5 below, every person shall be permitted access to records that are in the possession or under the control of the Division. The fee schedule shall be that as contained in the Local Authority Freedom of Information and Protection of Privacy Act as determined from time to time by the Government of Saskatchewan.

2. Each applicant shall make application on the prescribed form specifying the subject matter of the record requested, along with sufficient particularity as to the time, place, and event LAFOIP Form.

3. The LAFOIP Coordinator shall consider each application and give written notice to the applicant within 30 days regarding the disposition of the request.

Reference: *Local Authority Freedom of Information and Protection of Privacy Act*

Approved: May 12, 2014