




Appeals for Requests for Access to Information

Administrative Regulation 403.3

1. If a request for access to information is made to an assistant superintendent or a principal and the assistant superintendent or the principal is unable or unwilling to release the requested information, then a formal Freedom of Information and Protection of Privacy (FOIP) Request may be made.
2. A FOIP Request Form is to be completed and given to the FOIP Coordinator at Catholic Education Services. A fee may be levied.
3. The FOIP Coordinator shall determine whether or not the information should be released under the terms of the *Freedom of Information and Protection of Privacy Act*.
4. If the information is not released, the requester will be advised of the right to appeal to the Office of the Information and Privacy Commissioner (Alberta Government).

Reference: Board Governance Policy EL# 4 School Act Section 75 Alberta Education Policy 3.2.5 FOIP Section 1, 6, 7, 33, 34, 35, 36, 38, 39, 40, 88, 89	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 101, 102, 112, 124, 125, 127, 204, 205	Date(s) Revised: June 12, 2002; March 15, 2005