

Issue Date	May 17, 2007
Revision Date	April 21, 2022
Review Year	2026

Background/Purpose:

This policy is to provide direction with respect to the requirements of Alberta’s *Freedom of Information and Protection of Privacy Act* (FOIP), as it applies to Aurora Academic Charter School (Aurora).

Policy Statement:

As a public organization, Aurora will manage information in a manner that supports a commitment to providing the public with open access while, at the same time, protecting individuals’ privacy.

Guidelines:

1. Aurora protects individuals’ Personal Information. Aurora collects, uses, and discloses Personal Information only for purposes authorized by FOIP. Personal information provided by parents to obtain services will be used only to provide those services.

2. Pursuant to FOIP:
 - a. Aurora allows individuals, subject to limited and specific exceptions set out in FOIP, the right to access information about them held by Aurora.

 - b. Aurora allows individuals the right to request corrections to information about them held by Aurora School.

 - c. Individuals may seek an independent review of decisions made by Aurora through the Office of the Commissioner.

 - d. Aurora may charge fees

3. The superintendent will **ensure a FOIP coordinator is designated.**

Accountability:

Superintendent

References:

AR 2100 (*Protection of Information and Privacy*)

[Freedom of Information and Protection of Privacy Act](#), RSA 2000, c F-25