

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

ACCESS TO GENERAL INFORMATION OF THE BOARD	AG 10.0 NPS 5-99
<p><u>POLICY:</u></p> <ol style="list-style-type: none">1. A fundamental position of the Board is to be open in all of its operations and to provide the public access to information that this organization holds except as may be restricted under the Municipal Freedom of Information and Protection of Privacy Act.2. All public information retained in electronic, hard copy or microfilm files is the property of the Board. The management and safekeeping of such files is the responsibility of the Director of Education, which may be delegated to specific Supervisory Officers, Principals and Managers.3. Formal access to public information can be gained by making a request in writing to the Director of Education, who shall, in accordance with established procedure, cause a response to be generated within thirty days of receiving the request. <p><u>ADMINISTRATIVE PROCEDURES:</u></p> <p style="text-align: center;"><u>PURPOSE</u></p> <ol style="list-style-type: none">1. To provide a procedure for managing official requests for access to information made under the Municipal Freedom of Information and Protection of Privacy Act, and fulfill our obligations under the Act. <p style="text-align: center;"><u>PROCEDURE</u></p> <ol style="list-style-type: none">2. All written requests for access to information made under the Act will be passed in the first instance to the Director of Education's office for registration. The request will be directed to the office having primary interest and/or control of the information being requested.3. The decision for granting the complete or partial release, or refusing the request will be made by that office, in consultation with the Director of Education and guided by the relevant Clauses of the Municipal Freedom of Information and Protection of Privacy Act or the Education Act.4. All responses to an application whether granted or denied shall be directed to the Director of Education for review and final documentation and then forwarded to the person making the request within thirty days after the application was received.	
<p>Replaces former Board D22</p>	