

DELEGATION AND ASSIGNMENT OF RESPONSIBILITY TABLES

2.1 Delegation Table – Provisions of the *FOIP Act* for which Delegation of Authority Should be Considered

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Access and Privacy Advisor	Delegated to other person(s)
Right of Access				
Authority to declare request abandoned	8(1)		X	
Authority to grant continuing request	9(2)		X	
Duty to assist applicants	10(1)		X	
Duty to create records	10(2)		X	
Authority to decide on content of response/ grant or refuse access	11 & 12(1)		X ¹	
Authority to refuse to confirm or deny the existence of a record	12(2)		X ¹	
Authority to decide how access will be given	13 <i>Regulation 3</i>		X	
Authority to extend time limit	14(1) & 14(3)		X	
Authority to request Commissioner's permission for extension	14(1) & 14(2)		X ¹	
Authority to transfer a request for access	15		X	

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 1 General Counsel)

² With the advice of the Access and Privacy Advisor

* As determined in accordance with the Management of Recorded Information Policy and Procedures

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Access and Privacy Advisor	Delegated to other person(s)
Exceptions				
Authority to withhold information harmful to business interests of a third party	16		X ¹	
Authority to withhold information harmful to personal privacy	17		X ¹	
Authority to withhold information harmful to individual or public health or safety	18		X ¹	
Authority to withhold confidential evaluations	19		X ¹	
Authority to withhold information harmful to law enforcement	20		X ¹	
Authority to withhold information harmful to intergovernmental relations	21		X ¹	
Authority to withhold Cabinet confidences	22		N/A	
Authority to withhold local public body confidences	23		X ¹	
Authority to withhold advice from officials	24		X ¹	
Authority to withhold information harmful to economic interests of a public body	25		X ¹	

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Duty, power or function of Head	Section reference	Retained by Head	Delegated to Access and Privacy Advisor	Delegated to other person(s)
Authority to withhold testing procedures, tests and audits	26		X ¹	
Authority to withhold privileged information	27(1) & (2)		X ¹	
Authority to withhold information harmful to conservation of heritage sites or endangered species	28		X ¹	
Authority to withhold information that is or will be available to public	29		X ¹	
Third Party Intervention				
Duty to give third party notice	30		X ¹	
Authority to decide whether to give access to third party information	31(1)		X ¹	
Duty to give notice of decision	31(2)–(4)		X ¹	
Public Interest				
Authority to disclose information in public interest	32(1)	X ^{1,2}		
Duty to give notice to third party, Commissioner	32(3), (4)		X ¹	
Collection, Correction, Protection of Personal Information				
Authority to set aside collection requirements	34(3)		X ¹	

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Duty, power or function of Head	Section reference	Retained by Head	Delegated to Access and Privacy Advisor	Delegated to other person(s)
Authority to decide on requests for correction of personal information	36(1)		X ¹	
Duty to correct, annotate or link personal information, duty to notify previous recipients	36(3), (4)		X ¹	
Duty to give notice to individual requesting correction	36(7)		X ¹	
Authority to transfer a request for correction	37		X ¹	
Duty to ensure protection of personal information	38			Offices of record* responsible for collection and use of personal information ²
Use and Disclosure of Personal Information				
Authority to disclose to relative or adult interdependent partner of deceased individual	40(1)(cc)		X ¹	
Authority to disclose to avert imminent danger to health or safety	40(1)(ee)	X ¹		
Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements	42(c)			Vice-Provost (Information Technology) ²
Authority to disclose to guardian of a minor	84(1)(e)		X ¹	

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Duty, power or function of Head	Section reference	Retained by Head	Delegated to Access and Privacy Advisor	Delegated to other person(s)
Reviews and Complaints				
Authority to ask the Commissioner for advice	54(1)		X ¹	
Authority to request Commissioner to disregard requests	55		X ¹	
Authority to require Commissioner to examine original record on site	56(4)		X ¹	
Right to make representations to the Commissioner	69(3), (5), (6)		X ¹	
Duty to discharge burden of proof	71		X ¹	
Duty to comply with Commissioner's Order	74	X ^{1,2}		
General Provisions				
Duty to publish a directory of the body's personal information banks and keep it current	87.1(1) and (4)		X ¹	
Duty to record uses or disclosures of personal information not included in directory	87.1(3)			Office of Record responsible for PIB* 2
Authority to specify categories of records available without formal request and require a fee	88		X ¹	

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Duty to make manuals available	89			Office of Record* responsible for production and maintenance of manual ¹
Fees				
Authority to assess and collect fees	93		X ¹	
Authority to waive fees	93(4)		X ¹	
Duty to give notice of decision to grant or refuse waiver request	93(4.1)		X ¹	

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