

DELEGATION AND ASSIGNMENT OF RESPONSIBILITY TABLES

2.2 Delegation Table – Administrative Responsibilities that May be Assigned

Duty, power or function of public body	Section reference	Retained by Head	Assigned to Access and Privacy Advisor	Assigned to other person(s)
The specific personal information, Accuracy and Retention of Personal Information				
Establishing controls over the specific personal information, use and disclosure of personal information	2(b)			The office of record* assigned responsibility for the specific personal information. ₂
Authorizing routine correction of personal information	2(d)			The office of record* assigned responsibility for the specific personal information. ₂
Ensuring authorized purpose of the specific personal information	33		X ¹	
Assuring proper collection of the specific personal information and notification	34		X ¹	
Assuring accuracy of personal information	35(a)			The office of record* assigned responsibility for the specific personal information. ₂
Applying retention standards	35(b)			The office of record* assigned responsibility for the specific personal information. ₂

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 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 public body	Section reference	Retained by Head	Assigned to Access and Privacy Advisor	Assigned to other person(s)
Use and Disclosure of Personal Information				
Assuring appropriate uses	39			The office of record* assigned responsibility for the specific personal information. ²
Assuring proper disclosures of personal information	40 (May be different for each provision)			
Disclosing in accordance with Part 1	40(1)(a)		X ¹	
Disclosing if not an unreasonable invasion of third party's personal privacy	40(1)(b)		X ¹	
Disclosing for original or consistent purpose	40(1)(c)			The office of record* assigned responsibility for the specific personal information. ²
Disclosing after individual consents	40(1)(d)			The office of record* assigned responsibility for the specific personal information. ²
Disclosing to comply with enactment of Alberta or Canada or treaty, arrangement or agreement made under enactment	40(1)(e)		X ¹	
Signing personal information sharing agreements	40(1)(e)	X ¹		

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 2 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 public body	Section reference	Retained by Head	Assigned to Access and Privacy Advisor	Assigned to other person(s)
Disclosing in accordance with enactment of Alberta or Canada that authorizes or requires disclosure	40(1)(f)		X ¹	
Disclosing to comply with subpoena, warrant or court order	40(1)(g)		X ¹	
Disclosing where necessary for employee of public body or member of Executive Council to perform duties	40(1)(h)			The office of record* assigned responsibility for the specific personal information. ²
Disclosing where necessary for delivery of common or integrated program or service	40(1)(i)	X ¹		
Disclosing to enforce legal right of Government of Alberta or public body	40(1)(j)	X ¹		
Disclosing to collect debt or fine or make payment	40(1)(k)			Associate Vice-President (Finance and Supply Management Services) ^{1,2}
Disclosing to determine or verify eligibility for program or benefit	40(1)(l)			The office of record* assigned responsibility for the specific personal information. ²
Disclosing to Auditor General and other prescribed persons for audit purposes	40(1)(m)			Vice-President (Finance & Administration) ^{1,2}

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 3
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 public body	Section reference	Retained by Head	Assigned to Access and Privacy Advisor	Assigned to other person(s)
Disclosing to Member of Legislative Assembly to assist individual	40(1)(n)		X ¹	
Disclosing to bargaining agent acting on behalf of employee	40(1)(o)		X ¹	
Disclosing for archival purposes	40(1)(p)			The office of record* assigned responsibility for the specific personal information in accordance with approved records retention and disposal schedules*. ²
Disclosing to assist investigation	40(1)(q)			The office of record* assigned responsibility for the specific personal information with advice of Campus Security Services. ²
Disclosing from one law enforcement agency to another law enforcement agency	40(1)(r)			Director, Campus Security Services ² (under review)
Disclosing to next of kin or friend of injured, ill or deceased individual	40(1)(s)			The office of record* assigned responsibility for the specific personal information. ²
Disclosing to expert under section 18(2) to protect individual or public safety	40(1)(u)		X ¹	

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 4 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 public body	Section reference	Retained by Head	Assigned to Access and Privacy Advisor	Assigned to other person(s)
Disclosing for legal proceedings to which Government of Alberta or public body is a party	40(1)(v)			General Counsel ¹
Disclosing through Minister of Justice and Attorney General to place of lawful detention	40(1)(w)	N/A	N/A	N/A
Disclosing to manage or administer personnel	40(1)(x)			The office of record* assigned responsibility for the specific personal information. ₂
Disclosing to enforce a maintenance order	40(1)(y)		X ¹	
Disclosing to officer of the Legislature where necessary to carry out duties	40(1)(z)		X ¹	
Disclosing for supervision of individual under control of correctional authority	40(1)(aa)		X ¹	
Disclosing when information available to the public	40(1)(bb)			The office of record* assigned responsibility for the specific personal information. ₂
Disclosing business contact information	40(1)(bb.1)			The office of record* assigned responsibility for the specific personal information. ₂
Disclosing to lawyer acting for an inmate	40(1)(dd)		X ¹	

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 5 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 public body	Section reference	Retained by Head	Assigned to Access and Privacy Advisor	Assigned to other person(s)
Disclosing to administrator of <i>Motor Vehicle Accident Claims Act</i>	40(1)(ff)		X ¹	
Post-secondary educational body only: disclosing alumni information for its own fund-raising activities and administering disclosure agreements	40(2)			Vice-Provost and University Registrar ^{1,2}
Post-secondary educational body only: disclosing teaching and course evaluations	40(3)	X ²		
Disclosing for research and statistical purposes and for administration of research agreements	42			Section 42 Vice-Provost (Information Technology) ^{1,2} Section 43 University Archivist ²
Disclosure of information in University Archives	43			Section 43 University Archivist ²

¹ With the advice of the office of record (e.g. Dean, Chair, Director, Associate Vice-President, Vice-President or 6 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