

## **FOIP LIAISON OFFICERS**

The primary purpose of the FOIP Liaison Officer (“**FLO**”) is to liaise with the Information and Privacy Office (“**IPO**”), and to coordinate his/her unit’s compliance with the Freedom of Information and Protection of Privacy Act (the “**Act**”) as necessary.

### **ACCESS TO INFORMATION**

The FLO will work with the IPO and assist the FLO’s Unit in responding to formal requests to access information. Duties include the responsibility to:

- When a formal request for access to records comes in, the FLO will assist as necessary in determining who within the Unit might have responsive records, and will coordinate the Unit’s work in retrieving and compiling records, and sending the records to the IPO;
- advise the IPO of concerns the FLO’s unit may have in relation to the release of certain records in response to a formal access request; and
- identify third parties involved in a request for information to the IPO;
- When a request for correction of records comes in, the FLO will assist as necessary in locating the records and dealing with the request appropriately.

### **PROTECTION OF PRIVACY OF PERSONAL INFORMATION**

The responsibilities of the FLO include the following:

- attend University training sessions in relation to the Act which are relevant to the work of the FLO’s unit;
- develop an understanding of the steps that should be taken within the FLO’s unit to comply with the Act and relevant University policies and procedures, and work with the FLO’s unit on taking these steps;
- receive updates from the IPO about access and privacy issues relevant to the University, and distribute such information within the FLO’s unit as appropriate. Generally, these updates will be made by way of a listserv administered by the IPO;
- if the unit becomes aware of a suspected privacy breach, to coordinate the Unit’s immediate report of the incident to the IPO and the University’s Information Security Officer, in accordance with the *Responding to and Reporting of Information Security Breaches Procedure*.

- identify records within the unit which may be routinely accessible under the Act, and facilitate the provision of those records to people who ask for them;
- facilitate a privacy and security review by the IPO and the University's Security Officer on new programs, projects or systems within the FLO's unit that deal with personal information. With the assistance of the IPO, coordinate the Unit's contribution to developing a Privacy Impact Assessment for such programs or systems, where the IPO indicates that a Privacy Impact Assessment is appropriate;
- with the advice and assistance of the IPO, identify forms and other documents through which personal information is collected, and modify the forms to incorporate the requirements of the Act;
- advise the IPO of personal information banks created or maintained by the FLO's unit. A personal information bank means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual; and
- facilitate the development of a Records Retention and Disposition Schedule in consultation with the University Records Officer.