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Access to Information and Protection of Privacy Policy

Office of Accountability:	Provost and Vice President (Academic)
Office of Administrative Responsibility:	Information and Privacy Office
Approver:	Board of Governors
Scope:	Compliance with this University policy extends to all members of the University community.

Overview

As a public post-secondary institution, the University of Alberta has a responsibility to protect the public interest and has a commitment to the highest standards of institutional integrity, transparency and accountability.

The University of Alberta is governed by the ***Alberta Freedom of Information and Protection of Privacy Act*** (the ***Act***) ***and Regulations*** and other provincial and federal privacy legislation.

In compliance with these responsibilities and legislative requirements, the University will:

- Honour the right of individuals to access any records in the custody or under the control of the University including a record containing personal information about themselves subject to specific limited exceptions as established by the *Act*.
- Protect **personal information** by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction.

Purpose

- To ensure the University of Alberta through its various offices collects, uses, discloses, protects, disposes, and, where appropriate, preserves information gathered and generated in the course of operating the programs and activities of the University in a manner that is consistent with the *Alberta Freedom of Information and Protection of Privacy Act and Regulations*, other pertinent provincial and federal privacy legislation and its records management and archival policies.
- To facilitate routine access to and active dissemination of recorded information of the University in accordance with legislation and University policies and procedures.

POLICY

It is the policy of the University of Alberta to provide access to recorded information that is in its **custody** or under its **control** in balance with the protection of personal privacy of individuals in a manner that is compliant with the *Alberta Freedom of Information and Protection of Privacy Act and Regulations* and other provincial and federal privacy legislation and University policies.

The “**Head**” of the University of Alberta, as appointed by the Board of Governors, may delegate to named offices, including the **Information and Privacy Office**, the authority to act under the *Alberta Freedom of Information and Protection of Privacy Act and Regulations* in accordance with the **delegation matrix**.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Freedom of Information and Protection of Privacy Act (the Act)	The <i>Freedom of Information and Protection of Privacy Act</i> , Statute of Alberta, Chapter F-25, as amended from time to time.
Personal Information	Personal information is defined as per Section 1(n) of the <i>Act</i> .
Custody	Having <i>custody</i> of a record means having physical possession of it.
Control	Having <i>control</i> of a record means having the power or authority to manage, restrict, regulate or administer the use or disclosure of the record.
Head	The person or group of persons designated under section 95(a) of the <i>Act</i> discharged with the responsibilities as the head under the <i>Act</i> . The "head" for the University is the Provost and Vice-President (Academic) as approved by the Board of Governors.
Information and Privacy Office (IPO)	The office of the University charged with the responsibility of ensuring the compliance of the University with the <i>Act</i> with delegated authority from the Head.
Delegation Matrix	A document approved by the Head under Section 85 of the <i>Act</i> wherein the Head may delegate any duty, power or function under the <i>Act</i> to any office or officer of the University.

RELATED LINKS

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[Freedom of Information and Protection of Privacy Act](#) (Government of Alberta)

[Freedom of Information and Protection of Privacy Regulation](#) (Government of Alberta)

[Information and Privacy Office](#) (University of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

[Access to Personal Information for Research & Studies Procedure](#)

[Access to Information and Protection of Privacy Procedure](#)