FLO SCHOOL

WHAT A FLO NEEDS TO KNOW!
what is this presentation going to be about?

• A bit about access and privacy legislation, records management and information security in the UofA context—(not too long I promise)
• A bit about liaison officers’ responsibilities
• A few helpful tips for maintaining compliance with legislation as a FLO
• Wisdom from you – questions and comments
The FOIP Act. A tale of 2 Parts

FOIP Act Part 1 (Access)

• Gives individuals the right to request access to any records (recorded information) held by public bodies (University), including:
  • Records defined in section 1(q)

• General records
  • Subject to limited exceptions

• Their own personal information
  • Subject to limited exceptions
  • Personal information defined in section 1(n)
What is a UofA “record”? 

- documents
- emails
- letters
- handwritten notes
- Papers
- Information in databases
- vouchers
- purchase orders
- Images
- Images
- Post it notes
- Texts

In the Custody or Control of Public Body, i.e. in the course of providing University programs and services
The FOIP Act. A tale of 2 Parts

FOIP Act Part 2 (Privacy)

• Governs the collection, use and disclosure of recorded personal information in the custody and control of public bodies.

• Gives individuals the right to:
  • Expect protection of the privacy of their personal information held by public bodies
Attention
(this is important)!!!

If a record exists at the time an access request is made it is subject to the FOIP Act regardless of whether that records should have existed at the time.

For example: if a phone message on a piece of paper should normally be destroyed after the call is returned but exists at the time a FOIP request is received and is responsive to the request – it needs to be provided to the IPO to respond to the request.
What else do we do?

- Privacy Breach Investigations
- Privacy and Security Reviews (PSRs)
- Internal Consultations — questions from staff, faculty and students about the Act (varying complexity)
- Committees and Working Groups
- Education
- *Health Information Act (HIA) compliance*
A little about the HIA......

• Governs the collection, use and disclosure of health information in the custody and control of custodians (BTW UofA is NOT a custodian but some of our employees and contractors are).

• Gives individuals the right to:
  • Expect protection of the privacy of their identifiable health information
FOIP Liaison Officers – Our Partners

Over 120 FOIP Liaison Officers (FLO) from faculties, departments and units of the University of Alberta assist the Information and Privacy Office in compliance with the Freedom of Information and Protection of Privacy Act.

The responsibilities and expectations of a FOIP Liaison Officer is available via our office's web site and has been made available to you before our meeting today. Let's take a few minutes to review this brief document.

Questions about the content of this document can be addressed at the end of the presentation.
**FLO Tools**

**Request for Records Memo**
- Watch for deadlines
- Ask questions
- Conduct precise searches (look at keywords in request and time periods identified)
- Review embedded resources

**Document Search for Records Form (required)**
- Helps document the search (legislative requirement)
- Provides opportunity to provide important information and context to the records
Quick Tips

Encourage good records management practices — knowing what you have and where to find it makes responding to FOIP requests easier

- PARIS Training
- University Records Officer

Read and revisit the Request for Records Memo — it contains important information about the scope of the request, deadlines, keywords etc.

Complete the Document Search Form when providing responsive records — in all cases!

Ask questions — don’t guess. We can help! (providing non-responsive records can increase fees, processing times, etc.)
Where can we find you?

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THANKS EVERYONE!

QUESTIONS??