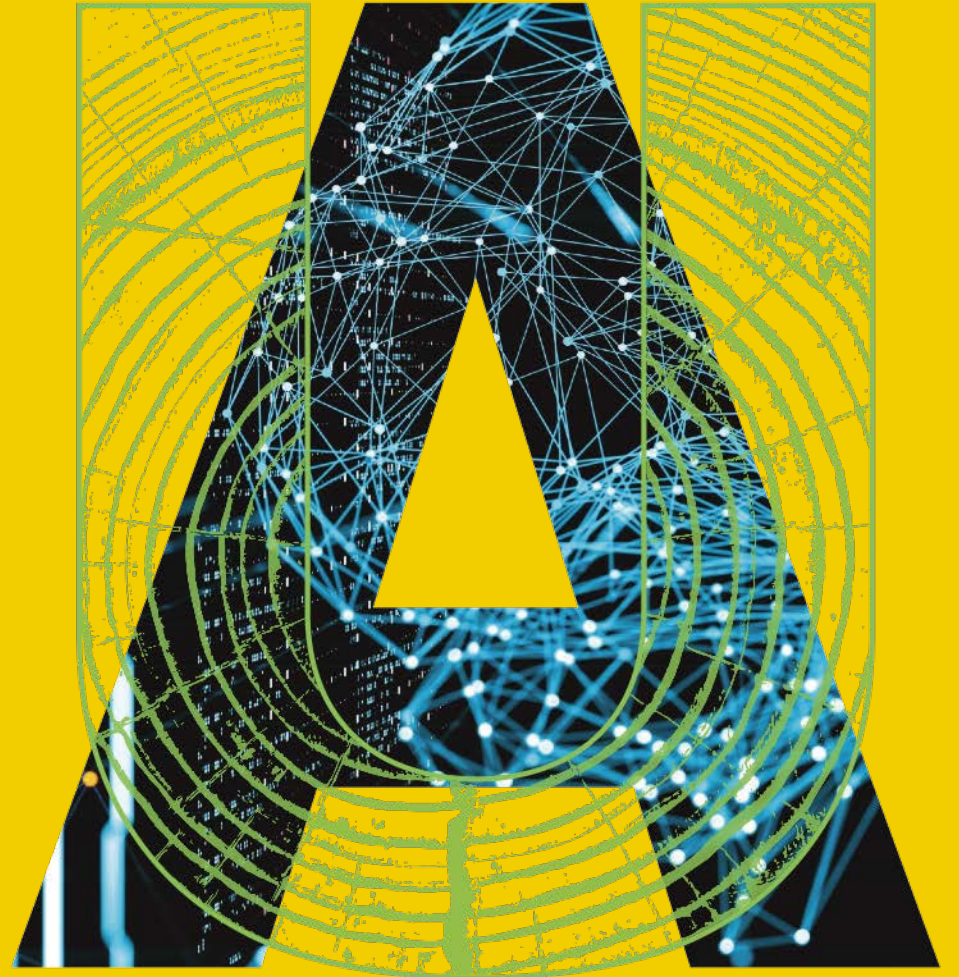


FLO SCHOOL

WHAT A FLO NEEDS TO
KNOW!



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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.

FOIP and the IPO – Its Not Just About Access Requests Anymore

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 documents 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?

**2-28 University Terrace
8303 - 112 Street NW
Edmonton AB T6G 1K4**

Phone: (780) 492-9419

E-mail: foip@ualberta.ca

Web site: uab.ca/ipo



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**THANKS
EVERYONE!**

QUESTIONS??



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