**FOIP LIAISON OFFICERS (FLOs)**

The primary purpose of FLOs is to help the Information and Privacy Office (IPO) maintain the University’s compliance with the *Freedom of Information and Protection of Privacy Act* (FOIP Act) by:

* helping the IPO respond to FOIP access requests by coordinating records from their unit
* helping IPO with privacy-related issues within their units (breach investigations, consultations, etc.)
* helping promote good records management practices = good FOIP compliance

**ACCESS TO INFORMATION**

**Informal Requests**

An informal request is a request for records/information that can be disclosed routinely (without a formal FOIP request being made).

* Identify records within their unit which may be routinely accessible under the Act and identify them and work with the IPO to help provide those records to people who ask for them

**Formal Requests**

A formal request is a written request for records/information made under Part 1 of the FOIP Act.

When a formal request for records is received, the FLO will:

* assist as necessary to determine who might have records within their Unit. The FLO will then collect, organize and send the records to the IPO
* advise the IPO of any concerns with the in unit
* assist in identifying third parties potentially affected by the request for information to the IPO; and
* assist in request for correction of records by locating the records and providing input from the unit

**PRIVACY COMPLIANCE**

General responsibilities include:

* attend training related to the FLO role
* assist the IPO with privacy awareness within their units (promoting good privacy practices
* circulate IPO communications that are relevant to their unit

***Collection of Personal Information***

* ensure that forms used to collect personal information are compliant with the FOIP Act (make sure any forms, sites, etc. that are used to collect personal information include the required notification statement)

***Privacy Breaches***

* coordinate the Unit’s immediate report of a breach to the IPO and the University’s Information Security Officer, in accordance with the Responding to and Reporting of Information Security Breaches Procedure

***Personal Information Banks***

* advise the IPO of any new or existing personal information banks[[1]](#footnote-1) with their unit

***Privacy and Security Reviews (PSRs) & Privacy Impact Assessments***

* assist IPO and CISO with Privacy and Security Reviews related to their units
* Coordinate units input for Privacy Impact Assessments for IPO

**RECORDS MANAGEMENT**

Promote good records management practices provided by the University Records Office (URO) within their units:

* Email management
* Google Drive Management
* Retention and Destruction
1. A *Personal Information Bank* (PIB) is a collection of personal information that is organized and capable of being retrieved using an individual's name or another identifying number or symbol assigned to an individual personal identifier. For more information about PIB content see the IPO web site at <https://www.ualberta.ca/why-ualberta/administration/information-and-privacy-office/pibs> [↑](#footnote-ref-1)