

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: ACCESS TO INFORMATION**

|                                                         |                                                                                                         |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>PROCEDURE CODE:</b>                                  | <b>412 AP 001</b>                                                                                       |
| <b>Policy Reference:</b><br>412 – Access to Information | <b>Exhibits:</b><br>412 E 001 –Information Disclosure Schedule<br>412 E 002 – FOIP Request Fee Schedule |

**PROCEDURE**

Information must be disclosed and protected in accordance with the Freedom of Information and Protection of Privacy Act (FOIP Act), the Education Act, other provincial and federal statutes and these procedures.

1. Information Disclosures relating to:

- 1.1. Student records (cumulative and confidential) shall be in accordance with Policy 624 – Student Records;
- 1.2. Records specific to the tendering, proposal or quotation process shall be in accordance with the guidelines stated in Exhibit 412 E 001: Information Disclosure Schedule. Upon request, an executive summary will be prepared and distributed by Business Administration at the end of the tendering or quotation process;
- 1.3. General records, not included in 1.1 or 1.2, shall be in accordance with the established guidelines;
- 1.4. Records not identified in 1.1, 1.2 or 1.3 shall be referred to the school principal or FOIP Coordinator.

2. Information Disclosure Consent Forms

- 2.1. The following consent forms are to be utilized prior to the disclosure or release of information and/or records not authorized under the Education Act:
  - 2.1.1. Normal School Information Disclosure (Part of Registration Package)
  - 2.1.2. This notification is part of the student registration process and will permit staff to disclose and release information within the conditions stated in the notification. The information disclosure is limited to the conditions specified in each consent.

## 2.2. Media Consent (Part of Registration Package)

- 2.2.1. This consent form must be completed prior to permitting the Media to publish or broadcast a student's image. This consent is only valid for the school year in which it was signed.

## 2.3. Copyright Release (Part of Registration Package)

- 2.3.1. This consent form must be completed prior to permitting schools to display student work for non-profit, educational purposes.

## 2.4. Disclosure of Personal Information Consent (Part of Registration Package)

- 2.4.1. This consent form must be completed prior to posting student information on the school or Division's web page on the internet, or to any interior or exterior digital signs.

- 2.5. General Forms – When situations arise that do not fit within 2.1 – 2.4, Division Forms: Adult Model Release Form and Student Model Release Form can be accessed to address these specific situations. Make sure to provide clear detail as to the event and what the information will be used for.

## 3. Formal Request for Information Under the FOIP Act

- 3.1. The processing of a formal request for information under the Freedom of Information and Privacy Act shall be in accordance with the Province of Alberta FOIP Guidelines and Practices Manual.
- 3.2. Exhibit 412 E 002 – FOIP Request Fee Schedule

## REFERENCES

[Policy 624 – Student Records](#)

Alberta Education – Education Act

Freedom of Information and Protection of Privacy Act (FOIP Act)

**Approved:** November 7, 2016

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