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MINISTRY OF ADVANCED EDUCATION, TRAINING AND TECHNOLOGY MINISTRY OF EDUCATION MINISTRY OF LABOUR

INFORMATION AND PRIVACY BRANCH

PROGRAM DESCRIPTION

The Information and Privacy Branch is responsible for overall management of recorded information within the Ministry by ensuring compliance with the *Freedom of Information and Protection of Privacy Act* (the FOI Act) and the *Document Disposal Act* (the DDA). The Branch provides services to the Ministry of Advanced Education, Training and Technology, the Ministry of Education, the Ministry of Labour, the Industrial Training and Advisory Commission and Crown Corporation Secretariat. In addition, the Branch provides freedom of information and privacy advice to 123 public bodies outside the Ministries such as: School Districts, Post Secondary Institutions, self-governing professional bodies, the Labour Relations Board, Workers' Compensation Review Board, Industry Training and Apprenticeship Commission and the Private Post-Secondary Education Commission. The Branch also assists Ministry divisions and branches in the implementation of standard government records management systems used to classify, store, and dispose of all records, documents and files.

GOALS AND OBJECTIVES

The Branch's overall goal is to effectively manage the Ministries' compliance with the *Freedom of Information and Protection of Privacy Act*, the *Document Disposal Act* (the Acts) and associated policy and procedures by meeting the following objectives:

- to administer applications for access to information made under the FOI Act;
- to ensure divisions, branches and program areas comply with the Acts and approved Records Classification Systems;
- to administer information sharing/protocol agreements;
- to ensure ministry's are represented during Commissioner Reviews;
- to authorize all applications for records transfers to storage, disposal or transfer of custody;
- to design, publish and implement records classification schedules;
- to administer effective forms management services; and,
- to provide advisory and review services as well as associated policy and procedures.

BRANCH ACTIVITIES AND RESPONSIBILITIES

FOI PROGRAM:

Administration of FOI Requests:

- Process requests made under the FOI Act.

Advisory Services:

- Provide advice on a regular basis to all offices within the Ministry of Advanced Education, Skills and Training (MAETT), the Ministry of Education (MOE), and the Ministry of Labour (MOL), as well as to related agencies, boards, commissions, post-secondary institutions and school district offices regarding the provisions of the Act and its practical interpretation and application.
- Develop and deliver communication and training that covers the FOI program and legislation.

Commissioner Review Requirements And Processes:

- Represent MAETT, MOE and MOL at appeal hearings conducted by the Information and Privacy Commissioner.

Information Sharing Agreements:

- Negotiate on behalf of ministry branches Information Sharing Agreements and Protocols and provide subsequent monitoring of compliance with the terms and conditions of the Agreements.
- Investigate legislated authorities to collect, use and disclose personal information.

Managing Compliance With The FOI Act:

- Develop, coordinate and implement information and privacy policy, guidelines and procedures to manage all three Ministries' compliance with the Act.
- Monitor adherence to FOI policies and procedures both centrally and by all programs and branches including the Ministers' offices and senior executive.

RECORDS MANAGEMENT PROGRAM:**Compliance With DDA And Approved Records Classification Systems:**

- Assist Ministry divisions and branches to implement the standard government records management systems used to classify, store, and dispose of all records.
- Develop, coordinate and implement policies, guidelines and procedures to manage the Ministry's compliance with the DDA.

Advisory And Review Services:

- Provide advice on a regular basis to all offices within MAETT, MOE and MOL as well as to related agencies, boards, commissions, post-secondary institutions and school districts regarding the provisions of the DDA and the *Interpretation Act* and their application and interpretation.
- Participate in the development of Client Service Systems and Program Area filing that cover the DDA and the Government-Wide Administrative and Operational Records Classification Systems.
- Deliver training and develop communication tools (brochures, manuals) regarding records management.

Administration, Control, Security, Transmittal And Preservation Of Records:

- Develop and implement an integrated and comprehensive records management program within all three ministries, operating under the authority of the DDA, the FOI Act and the Government-Wide General Management Operating Policies, Financial Administrative Operating Policy Manual and Central Agency Policies.

- Manage off-site storage of semi-active records and disposal of inactive records.

Development And Administration Of A Ministry-Wide Form-Management Program:

- Develop, deliver and review ministry procedures and standards regarding all aspects of form-management.

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Sites of interest located on the Internet:

- Freedom of Information and Protection of Privacy Act
 - http://www.qp.gov.bc.ca/stat_reg/statutes/1650.html
- Freedom of Information and Privacy Policy and Procedures Manual on-line
 - <http://www.ista.gov.bc.ca/agency/IMCPD/FOIPP/manual/ToC.html>
- Office of the Information and Privacy Commissioner for BC
 - <http://www.oipc.bc.org/>
- Information and Technology Access Office
 - <http://www.ista.gov.bc.ca/index.html>
- Guide to Privacy Practices
 - <http://www.ista.gov.bc.ca/pubs/privacy.html>