

	City of Lacombe Access to Information and Protection of Privacy	
	Directive Number:	18.201.01.15 PO
	Approval Date:	January, 2015
	Effective By:	January 2015
	Super cedes:	12.201.01.10 PO
	Revision Date:	
	Review Date:	January 2017
	Department:	Information Services
	Reference:	Privacy Directive, City of Edmonton, Access to Information Policy (12.201.01.10 PO);

Purpose of Policy

To ensure that the City of Lacombe is in compliance with the privacy and access to information provisions outlined in the *Freedom of Information and Protection of Privacy Act*.

Policy Statement

The City of Lacombe is responsible for ensuring that the records in its custody and/or control be readily available to individuals, with the omission of personal information subject to limited and specific exception as set out in the *Freedom of Information and Privacy Protection Act (FOIP)*.

Accessing Information

Records not subject to FOIP, will generally be available through the City website. Individuals, who are unable to access the Internet, may request paper copies. Information that has not been published on the City website, but is available, will be made accessible and will be subject to the fees set out in accordance with the Schedule B of the City of Lacombe Records Bylaw 365.

Applicants requesting information subject to the FOIP Act will submit a FOIP Request Form and a \$25 payment fee. After payment has been received, the information will be available to the applicant within a 30 day period. Depending on the time and volume of the records requested, a fee estimate may be provided to the applicant. If additional fees are required, the records will be made available to the applicant after payment is received. Applicants can have access to the information either in an electronic or paper format.

Protection of Privacy

The privacy of individuals will be maintained according to the FOIP Act and its amendments. Personal information that is collected adheres to Section 33 and 34 of the FOIP Act and is held in secure locations according to record-keeping best practices. Additionally, the retention of records is maintained under the guidelines and regulations of Schedule A of the City's Records Bylaw 365.

Fee Schedule

Fees for reproduction of documents that do not contain any information of a personal nature will be charged in accordance with Schedule B of the City of Lacombe Records Bylaw 365.

Requests for information that falls under the authority of the FOIP Act, must adhere to the fees outlined in the *Freedom of Information and Protection of Privacy Regulation, AR 186/2008*, and may be amended from time to time by successor Regulation that sets fees for requests.

_____(Original Signed)_____
Mayor

_____(Original Signed)_____
Chief Administrative Officer

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