

**POLICY #5700**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

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**1. PHILOSOPHY**

- 1.1. The board believes in the right of access by the public to any information or records in the custody or control of the school district, unless designated as an exception from disclosure under the *Freedom of Information and Protection of Privacy Act*.
- 1.2. The board recognizes its responsibility to safeguard the confidentiality of personal information in its custody pertaining to private individuals. Such information must be protected from unauthorized access, collection, use, disclosure or disposal, as outlined in *the Act*.
- 1.3. An individual has a right of access to any record containing personal information about themselves, unless the information is excepted from disclosure under specified sections of *the Act*.

**2. AUTHORITY**

- 2.1. Pursuant to *the Act*, the board designates the superintendent of schools as the official head of the school district for purposes of this *Act*.
- 2.2. As permitted in *the Act*, the board authorizes the superintendent to name a designate to administer *the Act* and make operational decisions.

**3. FEES**

- 3.1. A charge for services related to information retrieval and copying may be levied in accordance with the Schedule of Maximum Fees outlined in *the Act*.

*Approved:*      1995-06-22