

**SIR SANDFORD FLEMING COLLEGE  
POLICY MANUAL**

POLICY NO.3-310	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES:
SUBJECT:	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (BILL 34)</b>

The Chair of the Board of Governors will delegate authority for implementation of the Act to the President. The delegation of this authority is required each time the Chair of the Board changes.

The College shall adopt a centralized model for decisions on requests made under the Act; the College F.O.I. Co-ordinator will deal with all requests through the administrative line.

The College will establish policies and procedures for Records and Forms Management.

The College will maintain a reading room for public inspection of information.

**DELEGATION OF AUTHORITY UNDER THE FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY ACT, 1987, S.O.1987, C.25**

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Pursuant to Section 62 of the Freedom of Information and Protection of Privacy Act, I hereby delegate my power and duties to the officers of Sir Sandford Fleming College of Applied Arts and Technology who are (or may be from time to time) the incumbents of the positions identified by the titles listed below in this schedule of delegation.

<b>SECTION/ SUBSECTION/CLAUSE</b>	<b>DESCRIPTION</b>	<b>DELEGATION</b>
10 (2)	SEVERABILITY OF RECORD  A) DISCLOSURE B) NON-DISCLOSURE	PRESIDENT
11 (1)	OBLIGATION TO DISCLOSE	PRESIDENT
11 (2)	NOTICE OF DISCLOSURE	PRESIDENT
12	CABINET RECORDS EXEMPTION	PRESIDENT
13	ADVICE TO GOVERNMENT EXEMPTION	PRESIDENT
14 (1)	LAW ENFORCEMENT EXEMPTION	PRESIDENT
14 (2)	IDEM	PRESIDENT
14 (3)	REFUSAL TO DENY OR CONFIRM EXISTENCE OF RECORD	PRESIDENT
14 (4)	EXEMPTIONS	PRESIDENT
15	RELATIONS WITH OTHER GOVERNMENT EXEMPTIONS	PRESIDENT
16	DEFENCE EXEMPTION	PRESIDENT
17	THIRD PARTY INFORMATION EXEMPTION	PRESIDENT
18	ECONOMIC INTEREST OF ONTARIO EXEMPTION	PRESIDENT
19	SOLICITOR-CLIENT PRIVILEGE EXEMPTION	PRESIDENT
20	SAFETY HEALTH OF INDIVIDUAL EXEMPTION	PRESIDENT
21 (1)	PERSONAL PRIVACY EXEMPTION	PRESIDENT
21 (5)	REFUSAL TO CONFIRM OR DENY EXISTENCE OF RECORD	PRESIDENT
22	INFORMATION SOON TO BE	PRESIDENT

	PUBLISHED EXEMPTION	
24 (4)	CONTINUING ACCESS	PRESIDENT
25 (1)	TRANSFER OF REQUEST	FOI COORD.
25 (2)	NOTICE OF TRANSFER	FOI COORD.
26	NOTICE OF ACCESS 30 DAYS	PRESIDENT
27	TIME EXTENSION	FOI COORD.
28 (1)	THIRD PARTY NOTICE	FOI COORD.
28 (4)	NOTICE OF DELAY	FOI COORD.
28 (7)	DECISION RE: DISCLOSURE	PRESIDENT
28 (8)	NOTICE OF DECISION	PRESIDENT
28 (9)	REQUESTOR ACCESS	PRESIDENT
29	NOTICE OF REFUSAL	PRESIDENT
30 (2)	ACCESS TO ORIGINAL RECORD	PRESIDENT
33	DOCUMENTS AVAILABLE	FOI. COORD.
34	ANNUAL REPORT	FOI COORD.
35 (2)	MANUALS/READING ROOM	FOI COORD.
36	INFORMATION AVAILABLE TO RESPONSIBLE MINISTER	FOI COORD.
39 (2)	NOTICE TO INDIVIDUAL/APP. FOR WAIVER OF NOTICE	FOI COORD.
40 (2)	ACCURACY OF INFORMATION	PRESIDENT
40 (4)	DISPOSAL OF PERSONAL INFORMATION	PRESIDENT
44	PERSONAL INFORMATION BANKS	PRESIDENT
46	RECORD RETENTION	PRESIDENT
48 (3)	MANNER OF ACCESS TO PERSONAL INFORMATION	FOI COORD.
48 (4)	COMPREHENSIBLE FORM	FOI COORD.
49	PERSONAL INFORMATION EXEMPTION	PRESIDENT
52 (6)	EXAMINATION OF RECORD BY COMMISSIONER	PRESIDENT
52 (13)	REPRESENTATION	PRESIDENT
53	BURDEN OF PROOF	PRESIDENT
57 (1)	FEES	PRESIDENT
57 (2)	ESTIMATE OF COST	FOI COORD.
57 (3)	WAIVER OF COST	PRESIDENT
63 (1)	ORAL REQUEST	PRESIDENT

Dated at Peterborough, Ontario this 1<sup>st</sup> day of September, 1999

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(Witness)

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Sheilagh Fertile  
Chair, Board of Governors  
Sir Sandford Fleming College