

ACCESS TO INFORMATION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	B. Administration
Policy Number:	B04
Approval Date:	May 21, 2026
Effective Date:	May 21, 2026
Policy Owner:	Chief of Staff Access & Privacy Coordinator

Objective:	<p>This policy governs the development, implementation and review of Olds College of Agriculture & Technology (the “College”) legislative obligations under the <i>Access to Information Act (ATIA)</i> for all information in its custody and control. The College is legislatively required to adhere to ATIA and all members of the College community must comply with the College’s responsibilities under the Act.</p> <p>The purpose of this policy is to support the purposes of ATIA in saying that the College will:</p> <ol style="list-style-type: none"> 1. Allow any person a right of access to the records in its custody or under its control, subject to limited and specific exceptions as set out in the Act; 2. Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves; and 3. Provide for independent review of decisions and resolution of complaints under the Act.
-------------------	--

Policy:	<p>Employees can demonstrate compliance with the ATIA by providing information through routine disclosure where possible, always protecting the personal information in the custody and control of the College, and assisting the Access & Privacy Coordinator in the duty to accurately and completely respond to any Formal Request for Information.</p> <p>The power to delegate authority to make decisions under the ATIA falls to the head of the public body. The President & CEO of the College, as the head of the public body, and as decided upon in the delegation authority matrix, has the delegation authority.</p> <p>Non-compliance with this policy, as supported by the Acts, may result in disciplinary action under Policy B01 Code of Conduct and/or penalties as per Section 95 (1) (2) and (3) of the <i>Access to Information Act</i>.</p>
----------------	---

1.	Accountability	
1.1		Employees must demonstrate compliance with the ATIA by providing information through routine disclosure where possible, always protecting the personal information in the custody and control of the College, and assisting the Access & Privacy Coordinator in the duty to accurately and completely respond to any Formal Request for Information.
1.2		All College employees must understand and comply with the ATIA and shall not: <ol style="list-style-type: none"> 1. Access or use personal information that is outside their area of responsibility; 2. Destroy official records that have not met their retention periods within the Records Retention & Disposition Schedule; 3. Disclose personal information to a third party without proper authorization; or 4. Avoid participating in the processing of a Request to Access Information when required to do so as directed by the Access & Privacy Coordinator.
2.	Access	
2.1		Individuals have a right of access to Personal Information about themselves in the custody or under the control of the College, subject to specific and limited exceptions as provided in the <i>Access to Information Act</i> (ATIA).
2.2		Employment or academic references will only be disclosed with Consent.
2.3		A request by an individual for access to their own Personal Information should initially be directed to the data custodian or by following existing procedures for access to the information. If there is no process in place and/or the data custodian is unable to provide access for any reason, the applicant may file a Formal Access Request with the Access & Privacy Coordinator. A Formal Access Request must be made in writing.
2.4		A request by one individual for access to the Personal Information of another individual should initially be directed to the data custodian. If the data custodian is unable to provide access for any reason, the applicant may file a Formal Access Request with the Access & Privacy Coordinator. A Formal Access Request must be made in writing and must be accompanied by a \$25 application fee.
2.5		A request by a College Official for access to the Personal Information of an employee or student should be directed to the data custodian. Access will be provided when the College Official needs the information in order to do their job or when the College Official is operating within their mandated authority.
2.6		The Access & Privacy Coordinator will establish and maintain the procedure for responding to Formal Access Requests.
2.7		Fees for producing records in response to a Formal Access Request for your own personal information may be charged if the total fee is estimated to be greater than \$10. Fees will be assessed in accordance with the Fees Schedule attached to the Access to Information Act Regulation.

2.8	Fees for producing records in response to a Formal Access Request for the Personal Information of another individual will be assessed in accordance with the Fees Schedule attached to the Access to Information Act Regulation.
3.	Retention
3.1	The College will retain all records, including Personal Information only as long as necessary for the fulfillment of its purposes as defined in its retention rules.
4.	Duty to Assist
4.1	The College will make every reasonable effort to assist applicants and to respond to each Applicant openly, accurately and completely.
4.2	Subject to exceptions within ATIA, Olds College will provide access to record(s) in its custody and control if providing the record(s) <ul style="list-style-type: none"> a) Can be done using normal computer hardware and software and technical expertise; b) Will not unreasonably interfere with College operations; c) Is reasonable and practical.
5.	Time Limit for Responding
5.1	Olds College will make every reasonable effort to respond to a request not later than 30 business days after a Formal Request for Information is received. The request must: <ul style="list-style-type: none"> a) Be made in writing; b) Be submitted to the individual the Applicant believes as custody or control of the record; c) Provide enough detail to enable the College to locate and identify the record within a reasonable time with reasonable effort; and d) Be accompanied by a fee where a fee is required under the Act.
5.2	Olds College may extend the time for responding to a request for up to 30 business days if: <ul style="list-style-type: none"> a) The Applicant agrees; b) A large number of records are requested and more time is required to process the request; or c) More time is needed to consult with a third party before determining whether access can be granted.
Business Day: Means a day other than: <ul style="list-style-type: none"> a) a Saturday b) a holiday (includes Sunday), or c) a day when Government of Alberta offices are closed as part of the Government of Alberta's Christmas closure 	
Consent: means a voluntary agreement to a Collection, use and/or Disclosure of Personal Information for defined purposes.	
Data Custodian: the individual in a department responsible for safe custody, transport, storage of the data and implementation of associated business rules.	

Definitions:

<p>Related Information: * link to access to legislation</p>
<p>Related Procedures:</p>
<p>Review Period:</p>
<p>Revision History:</p>

<p>Delegation: means the formal process whereby the head of a public body authorized an employee or officer within the public body to perform certain duties or to exercise certain powers or functions of the head under the Act. A delegation under the Act must be in writing.</p>
<p>Employees: Under the ATIA and for the purposes of this policy, an employee includes a person who performs a service for the College as an appointee, volunteer or student, or under a contract or agency relationship with the College.</p>
<p>Formal Access Request: refers to a request for access to information which cannot be answered through existing or established processes. A Formal Access Request is processed under terms and conditions set out in the <i>Access to Information Act (ATIA)</i>.</p>
<p>Head: means the President & CEO of Olds College.</p>
<p>Public Body: means Olds College as designated within the <i>Access to Information Regulation</i>.</p>
<p>Record: means recorded information created, received and maintained by an organization or individual in pursuit of its legal obligations or in the transaction of business. Means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include the software or any mechanism that produced the records.</p>
<p><i>Access to Information Act</i> <i>Access to Information Act Regulation</i> <i>Access to Information Act: Designation of Public Bodies Regulation</i> <i>Protection of Privacy Act</i> <i>Protection of Privacy Act (Ministerial) Regulation</i> <i>Protection of Privacy Act Regulation</i></p>
<p>B04 Access to Information Procedure Request for Information Form</p>
<p>3 years</p>
<p>New: April 2026</p>