

Freedom of Information and Protection of Privacy

Delegation Authority Table – Powers of Head

Duty, power or function of Head	FOIP Act Section Number	Delegated to FOIP/Policy Coordinator	With the Advice or Recommendation of the FOIP/Policy Coordinator	Delegated to the Appropriate Executive Member or Position Named in the Order of Delegation	With the Advice or Recommendation of the Appropriate Executive Member or Position Named in the Order of Delegation
RIGHT OF ACCESS					
Authority to declare request abandoned	8(1)	x			
Authority to establish continuing requests	9(2)	x			
Duty to assist applicant	10(1)	x			
Duty to create record	10(2)	x			
Authority to decide how access will be given	11 & 12(1)	x			x
Authority to refuse to confirm or deny the existence of a record	12(2)				
Authority to decide how access will be given	13				
Authority to extend time limit	14(1) & 14(3)	x			
Authority to request Commissioner's permission for extension of more than 30 days	14(1) & 14(2)	x			x
Authority to transfer a request	15 & 37	x			
EXCEPTIONS - RELEASE AND REFUSAL DECISIONS					

Business interests of a third party	16	x			x
Personal privacy	17	x			x
Protection of individual health and safety	18	x			x
Confidential evaluations	19	x			x
Law enforcement	20	x			x
Intergovernmental relations (disclosure would harm the University and intergovernmental relations of the Government of Alberta)	21	x			x
Local public body confidences (disclosure would reveal draft resolutions, by-laws, budget plans, substance of deliberations)	23	x			x
Advice from officials (disclosure would reveal advice, proposals, recommendations, deliberations involving officers or employees)	24	x		x	
Economic interests of university (result in financial loss, or prejudice the competitive position of the University)	25	x		x	
Testing procedures (personnel audits, financial audits)	26	x			x
Privileged information	27(1) & 27(2)		x	x	
Information that is or will be available to public	29	x			x
THIRD PARTY INTERVENTION					
Giving third party notice	30	x			
Decide whether to give access	31(1)	x			
Giving notice of decision	31(2)-(4)	x			
PUBLIC INTEREST					
Approval of disclosure in public interest	32(1)		x	x	
Giving notice of decision	32(3),(4)		x	x	
COLLECTION, PROTECTION AND RETENTION OF PERSONAL INFORMATION					

Authority to set aside collection requirements	34(3)	x		x	
Approving correction of personal information	36(1)			x	
Duty to correct, annotate or link personal information; duty to notify previous recipients	36(3), (4)				
Giving notice	36(7)				
Transfer the request to correct personal information	37			x	
Assuring protection of personal information	38		x	x	
USE AND DISCLOSURE OF PERSONAL INFORMATION					
Disclosure to relative of deceased individual	40(1)(cc)		x	x	
Disclosure to avert or minimize an imminent danger to the health and safety of any person	40(1)(ee)		x	x	
Disclosure for research and statistical purposes and administration of agreements	42(c)	x			x
Authority to disclose to guardian of a minor	84(1)(e)		x	x	
REVIEWS AND COMPLAINTS					
Ask Commissioner to give advice and recommendations	54(1)	x			x
Ask Commissioner to allow for disregarding of requests	55	x			x
Require Commissioner to examine original record on site	56(4)	x			x
Make representations to the Commissioner	69(3)- (6)	x		x	
Discharge burden of proof	71	x			x
Duty to comply with Commissioner's order	74	x		x	
GENERAL PROVISIONS					
Duty to publish a directory of the body's personal information banks and keep it current	87.1(1) and (4)	x			

Duty to record uses or disclosures of personal information not included in directory	87.1(3)	x			
Prescribe records available without formal request	88	x		x	
Make manuals available	89	x		x	
FEES					
Authority to assess and collect fees	93	x			
Authority to waive fees	93 (4)	x			x
Duty to give notice of decision to grant or refuse waiver request	93(4.1)	x			x

Delegation Authority Table – Assignment of Administrative Responsibilities

Duty, power or function of public body	FOIP Act Section Number	Delegated to FOIP/Policy Coordinator	With the Advice or Recommendation of the FOIP/Policy Coordinator	Delegated to the Appropriate Executive Member or Position Named in the Order of Delegation	With the Advice or Recommendation of the Appropriate Executive Member or Position Named in the Order of Delegation
COLLECTION, ACCURACY AND RETENTION OF PERSONAL INFORMATION					
Establishing controls over the collection, use and disclosure of personal information	2(b)	x			
Authorizing routine correction of personal information	2(d)	x			
Ensuring authorized purpose of collection	33	x		x	
Assuring proper collection and	34	x		x	


notification					
Assuring accuracy of personal information	35(a)			x	
Applying retention standards	35(b)			x	
USE AND DISCLOSURE OF PERSONAL INFORMATION					
Assuring appropriate uses	39		x	x	
Assuring proper disclosures of personal information	40	x			x
Disclosing in accordance with Part 1	40(1)(a)	x			x
Disclosing if not an unreasonable invasion of third party's personal privacy	40(1)(b)	x			x
Disclosing for original or consistent purpose	40(1)(c)	x			x
Disclosing after individual consents	40(1)(d)	x			x
Disclosing to comply with enactment of Alberta or Canada or treaty, arrangement or agreement made under enactment	40(1)(e)	x			x
Signing personal information sharing agreements	40(1)(e)	x			x
Disclosing in	40(1)(f)	x			x

accordance with enactment of Alberta or Canada that authorizes or requires disclosure					
Disclosing to comply with subpoena, warrant or court order	40(1)(g)			x	
Disclosing where necessary for employee of public body or member of Executive Council to perform duties	40(1)(h)		x	x	
Disclosing where necessary for delivery of common or integrated program or service	40(1)(i)		x	x	
Disclosing to enforce legal right of Government of Alberta or public body	40(1)(j)		x	x	
Disclosing to collect debt or fine or make payment	40(1)(k)		x	x	
Disclosing to determine or verify eligibility for program or benefit	40(1)(l)		x	x	
Disclosing to Auditor General and other prescribed persons for audit purposes	40(1)(m)		x	x	

Disclosing to Member of Legislative Assembly to assist individual	40(1)(n)		x	x	
Disclosing to bargaining agent acting on behalf of employee	40(1)(o)		x	x	
Disclosing for archival purposes	40(1)(p)	x			x
Disclosing to assist investigation	40(1)(q)		x	x	
Disclosing from one law enforcement agency to another law enforcement agency	40(1)(r)		x	x	
Disclosing to next of kin or friend of injured, ill or deceased individual	40(1)(s)		x	x	
Disclosing to expert under section 18(2) to protect individual or public safety	40(1)(u)		x	x	
Disclosing for legal proceedings to which Government of Alberta or public body is a party	40(1)(v)		x	x	
Disclosing through Minister of Justice and Attorney General to place of lawful detention	40(1)(w)		x	x	
Disclosing to	40(1)(x)		x	x	

manage or administer personnel					
Disclosing to enforce a maintenance order	40(1)(y)		x	x	
Disclosing to officer of the Legislature where necessary to carry out duties	40(1)(z)		x	x	
Disclosing for supervision of individual under control of correctional authority	40(1)(aa)		x	x	
Disclosing when information available to the public	40(1)(bb)	x			x
Disclosing business contact information	40(1)(bb.1)	x			x
Disclosing to lawyer acting for an inmate	40(1)(dd)		x	x	
Disclosing to administrator of <i>Motor Vehicle Accident Claims Act</i>	40(1)(ff)		x	x	
Post-secondary educational body only: disclosing alumni information for its own fund-raising activities and administering disclosure agreements	40(2)		x	x	
Post-secondary	40(3)		x	x	

educational body only: disclosing teaching and course evaluations					
Disclosing for research and statistical purposes and for administration of research agreements	42 & 43	x			x
OTHER					
Other administrative responsibilities not covered above		x		x	

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