
Access to Information Policy

Policy Sponsor:	The Governors of Athabasca University
Policy Contact:	FOIP/ Policy Coordinator
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Approval Group:	The Governors of Athabasca University
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Purpose

To facilitate routine access to and active dissemination of recorded information in the custody or under the control of the University; to review and establish channels for providing recorded information to the public; and to support and fulfill the requirements of the [Freedom of Information and Protection of Privacy \(FOIP\) Act, R.S.A 2000, c. F-25](#).

Definitions

Record A record of information in any form and includes notes, images, audiovisual recording, x-rays, books, documents, maps, drawings, photographs, letters, written, photographed, recorded or stored in any manner but does not include software or any mechanism that produces records (*FOIP Act* definition).

Policy Statements

1. Athabasca University (AU) will, in a manner that supports the *FOIP Act*, provide access to recorded information in the custody and under the control of the University, subject only to limited and specific exceptions and to protect the personal privacy of an individual.



2. Access to recorded information of AU will be provided by three methods:

routine inquiries for access to information

active dissemination of information by AU

FOIP requests

Routine access and active dissemination should satisfy most information needs. FOIP requests should be used as a last resort to seek access to recorded information.

3. Routine Access

- (a) Access to recorded information (non-personal, general, and personal) will continue to be provided through non-FOIP requests or inquiries through established processes of information offices and program areas. Only when the request involves recorded information that should not be released outside of the FOIP process will the request be referred to the FOIP request process.
- (b) AU will continue to publish reports and publications and make them available free of charge or for a price through various offices. AU will establish and maintain a list of reports and publications available and whom to contact to obtain such material.
- (c) AU will continue to provide access to various reports and publications, and recorded information using its electronic networks.
- (d) AU will specify categories of records (non-personal, general, and personal) that will be made available to the public without a request for access under the FOIP Act.
- (e) AU may set fees for a copy of recorded information or record that is available without a FOIP request.
- (f) AU will establish and maintain guidelines and a list of categories of records and recorded information that is available without a FOIP request.
- (g) AU will monitor and review access requests to determine the most suitable channels of providing access to high demand records and recorded information.
- (h) As new records are created, AU will determine if they could be subject to routine access.



4. **Active Dissemination**

- (a) AU will disseminate recorded information as required by the Post-Secondary Learning Act, S.A. 2003, c. P-19.5, program needs and administration, and as it determines necessary.
- (b) AU will establish and maintain guidelines and a list of recorded information it actively disseminates.
- (c) AU will monitor and review information requests to determine the appropriate channels of dissemination.
- (d) As new records are created, AU will determine if they could be subject to active dissemination.

5. **FOIP Requests**

- (a) A FOIP request will only be used when access to information is not available through the routine inquiries or non-FOIP requests process, or has not been actively disseminated by AU.
- (b) The request will be referred to the FOIP process.
- (c) Access to recorded information of AU will be provided by making available the following:
 - 1. List(s) of records and recorded information available through routine inquiry.
 - 2. List(s) of published resources available free of charge or for a fee.
 - 3. List(s) of categories of records or recorded information available without a FOIP request.
 - 4. List(s) of records and recorded information AU disseminates.
 - 5. A directory of records, including personal information banks.
 - 6. Facilities where the public may inspect manuals, handbooks, and other guidelines used in decision-making processes that affect the public.

Applicable Legislation and Regulations

[Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c F-25](#)
[Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)



Related References, Policies, Procedures and Forms

[Student Confidentiality Policy: Office of the Registrar](#)
[Protection of Privacy Policy](#)
[Athabasca University Archives Policy](#)
[Records Management Policy](#)

Other Related Sources:

[AUFA Terms and Conditions](#)
[AUPE Terms and Conditions](#)
[CUPE Terms and Conditions](#)

History

Athabasca University Governing Council, June 11, 2011, Motion # 173-11 (Revised)
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