

Policy History
<b>Policy No.</b> IM2
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> November 30, 2022

# Freedom of Information Policy

## A. CONTEXT AND PURPOSE

The University is subject to the Freedom of Information and Protection of Privacy Act of British Columbia (“FIPPA”), which provides for a right of access to records held by public bodies in British Columbia. The University is committed to its obligations under FIPPA and has established this #IM2 Freedom of Information Policy and #IM2 Freedom of Information Procedure to set out how it observes these obligations.

## B. SCOPE AND LIMITS

As an educational institution, the University has custody or control of many different types of Records.

This Policy and Procedure applies to Access to Information Requests submitted to the University pursuant to and in accordance with FIPPA.

The Policy and Procedure applies to all University Employees, as defined in the Procedure.

## C. STATEMENT OF POLICY PRINCIPLES

1. Access to Information Requests will be processed and responded to in accordance with FIPPA and the #IM2 FOI Procedure.
2. Understanding and supporting the University’s obligations respecting Access to Information Requests under FIPPA is the responsibility of all University Employees.

## D. DEFINITIONS

Refer to the related Procedures document for definitions, which will enhance the reader’s interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*IM8 Privacy Policy / Procedure*

*Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, Chapter 165*  
*Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012*

## **F. RELATED PROCEDURES**

Refer to Procedure IM2 *Freedom of Information Procedure*