

Schedule A of Policy I 10.02

**Delegation of Authority under the
Freedom of Information and Protection of Privacy Act of British Columbia
and regulations thereunder**

SIMON FRASER UNIVERSITY

Pursuant to section 77(b) of the Act, the Board of Governors hereby delegates the duties and functions to the persons who hold the positions, and to the extent set out in this Schedule, subject to the following conditions:

1. That the persons to whom duties or functions are delegated are bound in the exercise of those duties or functions by the jurisdictional, legislative, and administrative limitations to which the President and Vice-Chancellor is subject;
2. That this delegation sets out the lowest level positions of persons to whom the duties or functions of the President and Vice-Chancellor are delegated. This does not in any way limit the authority of persons in positions directly above the listed positions from exercising any of the delegated duties or functions in their areas of responsibility;
3. That the duties or functions delegated to any person may also be exercised by another person who holds the person's position in an acting capacity to which she or he has been duly appointed;
4. That notwithstanding the delegation of duties or functions, the President and Vice-Chancellor may exercise at any time any of the duties and functions delegated.

This delegation is effective on and from the effective date of this policy and shall remain in effect until revoked. This delegation may be revoked or amended from time to time by the President and Vice-Chancellor.

Transaction	Section(s)	Decision-making Authority	Implementation Authority
SCOPE OF THE ACT			
Decide records in custody or control of the University	3	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer

INFORMATION RIGHTS			
Duty to assist applicants, time limits for responding, contents of response, how access will be given	6, 7, 8, 9	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
EXTENDING THE TIME LIMIT FOR RESPONDING			
Extend up to 30 days	10	Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
Request Commissioner's approval of extension beyond 30 days	10	Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
TRANSFERRING A REQUEST	11	Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
EXCEPTIONS TO THE RIGHT OF ACCESS			
Approve access to records where prior approval of Executive Council or Attorney General required	16	President, Vice-Presidents, Associate Vice-Presidents	Information & Privacy Coordinator, Information and Privacy Officer
Approve access in whole to records	12-15, 17-22, 22.1, Reg.	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, University Archivist	Information & Privacy Coordinator, Information and Privacy Officer
Refuse access in whole or in part to records	12-15, 17-22, 22.1, Reg.	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, University Archivist	Information & Privacy Coordinator, Information and Privacy Officer
DISCLOSURE IN THE PUBLIC INTEREST	25	President, Vice-Presidents, Associate Vice-Presidents	Information & Privacy Coordinator, Information and Privacy Officer
NOTICES TO THIRD PARTIES	21, 22, 23, 24, 25, 29, 30.2, 33.1(1)(m)	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer

PROTECTION OF PRIVACY			
Review notices of collection of personal information	27	Information & Privacy Coordinator, Information and Privacy Officer	Information & Privacy Coordinator, Information and Privacy Officer
Approve or refuse correction of personal information	29	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
Report foreign demand for disclosure	30.2	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar	Information & Privacy Coordinator, Information and Privacy Officer
Approve disclosure in compelling circumstances	33.1(1)(m)	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar	Information & Privacy Coordinator, Information and Privacy Officer
Approve disclosure of personal information for research or statistical purposes	35	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, University Archivist	Information & Privacy Coordinator, Information and Privacy Officer
REVIEWS AND COMPLAINTS			
Make representations to Commissioner, burden of proof	56, 57	President, Vice-Presidents, Associate Vice-Presidents, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
Duty to comply with Commissioner's orders	59	President, Vice-Presidents, Associate Vice-Presidents	Information & Privacy Coordinator, Information and Privacy Officer
REPORTS			
Maintain and make available to the public a Personal Information Directory (PID)	69(6)	Information & Privacy Coordinator	Records Management Archivist
Make policy manuals available	70	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator, Executive Directors, Chairs, Directors	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator, Executive Directors, Chairs, Directors

Prescribe categories of records available without request	71	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
FEES			
Assess fees, give fee estimate, require fee deposit	75, Reg.	Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
Excuse fees	75, Reg.	President, Vice-Presidents, Associate Vice-Presidents, Deans, Registrar, Information & Privacy Coordinator	Information & Privacy Coordinator, Information and Privacy Officer
OTHER ADMINISTRATIVE RESPONSIBILITIES NOT COVERED ABOVE		President, Vice-Presidents, Associate Vice-Presidents, Executive Directors, Deans, Registrar	Information & Privacy Coordinator, Information and Privacy Officer