ACCESS TO INFORMATION PROCEDURES

1.0 PURPOSE

1.1 This procedure sets out the processes for public and University Employee access to general and personal information in the custody or control of Simon Fraser University (“the University”).

2.0 DEFINITIONS

2.1 See Appendix A to the Access to Information policy (I 10.04) for definitions of words used in the policy and in these procedures.

3.0 PROCEDURE

3.1 Access to General Information

3.1.1 The University will continue to provide public access to University records that are now released routinely in response to informal requests and do not contain confidential or personal information.

3.1.2 For informal requests, access will be provided according to those procedures used in the department or office that has custody of the information.

3.1.3 For formal requests, access will be provided according to those procedures created by the University's Coordinator of Information and Privacy.

3.2 Access to Third Party Personal Information by Employees

3.2.1 Employee access to confidential personal information about students, employees, or others where the University has custody or control of the information will be allowed if the information is necessary for the performance of the duties of the Employee.
3.2.2 Access will be administered according to those specific policies and procedures which may be established from time to time by the University to apply to the personal information of specific groups of individuals, such as students, faculty, staff, graduates, or others.

3.3 **Access to Third Party Personal Information About Employees**

3.3.1 Access to the following information about Employees will be provided routinely pursuant to section 22(4)(e) of the *Freedom of information and Protection of Privacy Act* ("the Act"):
   a. Position;
   b. Functions; and
   c. Renumeration.

3.3.2 Access to information about expenses incurred by Employees while travelling at the expense of the University will be provided routinely pursuant to section 22(4)(h) of the Act.

3.4 **Access for Research, Statistical, Archival or Historical Purposes**

3.4.1 Access to personal information for research, statistical, archival, or historical purposes will be allowed under conditions specified in sections 33(3)(h) and 33(4) of the Act. These include the written agreement of the researcher to comply with all relevant sections of the Act and with the University's policies and procedures relating to the protection of personal information.

4.0 **RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS**

4.1 The legal and other University Policy authorities and agreements that may bear on the administration of these procedures and may be consulted as needed include but are not limited to:

4.1.1 *University Act*, R.S.B.C. 1996, c. 468


4.1.3 Archives, Recorded Information Management, and Freedom of Information and Protection of Privacy (I 10.01)

4.1.4 Head of the Institution and Delegation of Authority under the *Freedom of Information and Protection of Privacy Act* (I 10.02)

4.1.5 Confidentiality Policy (I 10.10)

4.1.6 Protection of Privacy (I 10.11)