



ROUTINE ACCESS

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. The South Shore Centre for Education (SSRCE) believes in transparency, including making records available to the public. The Routine Access Policy is designed to provide clear direction to access designated records held by the SSRCE.
- 1.2. This policy aims to improve the level of public access to designated SSRCE records not released through active dissemination.
- 1.3. This policy provides a process for the public to make requests for records and for SSRCE staff responding to such requests.
- 1.4. This policy applies to all SSRCE staff and all records designated under this policy created on or after September 2012.
- 1.5. This policy shall be administered in accordance with the following principles:
 - 1.5.1. Personal Privacy: Records containing the personal information of third parties as defined in the FOIPOP Act will be severed from the record and disclosure of this information shall be refused.
 - 1.5.2. Timeliness: The South Shore Centre for Education will make every effort to respond to requests made under this policy in a timely manner.
 - 1.5.3. Cost Recovery: Fees for the reproduction of records may be charged and will be determined by the quantity of records requested.
 - 1.5.4. Reasonableness: This policy will apply to requests for reasonable quantities of records and not to requests for more than 50 pages of records in a particular category and/or time period. Repetitive requests by an individual for significant volumes of records, or the separation of a request into several small requests totaling a large volume, shall not be processed under this policy. Such requests may be subject to the FOIPOP process.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. Freedom of Information and Protection of Privacy (FOIPOP) Act
 - 2.1.2. This policy does not apply to information subject to exemptions under the FOIPOP Act.

3.0 AUTHORIZATION

- 3.1. It is the responsibility of the Regional Executive Director of Schools to ensure that this policy and its procedures are implemented.
- 3.2. The Regional Executive Director is authorized to issue procedures in support of this policy.

ROUTINE ACCESS

ADMINISTRATIVE PROCEDURES

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1.0 DEFINITIONS

- 1.1. **Active dissemination:** The periodic and proactive release of information using tools such as the Internet, libraries, press releases or published reports. See Appendix A for a list of records actively disseminated by the SSRCE.
- 1.2. **FOIPOP application:** A formal application for records under the *Freedom of Information and Protection of Privacy Act*.
- 1.3. **Department of Primary Responsibility (DPR):** The Department within the SSRCE designated as the official custodian of the record. A Department originating or authoring a record is deemed to be the Department of Primary Responsibility for those records.
- 1.4. **Record(s):** books, documents, maps, drawings, photographs, letters, vouchers, papers and any other media on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records. (*FOIPOP Act*, 3(l)(k))
- 1.5. **Routine Access:** The routine or automatic release, in full or in part, of designated records in response to a request without the need for a formal *FOIPOP* application.

2.0 PROCEDURES

- 2.1. Only records in the attached Appendix B will be made available under this policy.
- 2.2. Records obtained through the Routine Access Policy will not require application under the Freedom of Information and Protection of Privacy Act (FOIPOP). However, third-party right to privacy will be respected and severed accordingly in any records released under this policy.
- 2.3. Requests submitted under this policy shall not unduly interfere with the day-to-day operations of the South Shore Regional Centre for Education.
- 2.4. All requests shall be submitted directly, or forwarded by staff, to the Information Access and Privacy Administrator in writing via mail, email, fax or courier.
- 2.5. All Routine Access requests will be reviewed as per this policy.
- 2.6. The Information Access and Privacy Administrator will request a copy of the record from the Department of Primary Responsibility (DPR) for the record.
- 2.7. Department staff shall identify any concerns with the record, including a recommendation if the application should be requested through a FOIPOP application rather than Routine Access.
- 2.8. The Information Access and Privacy Administrator will determine whether a record will be released under this policy and will notify the Department/DPR and applicant of the proper avenue to access the records.

- 2.9. Records not originating with the SSRCE will not be made available under this policy.
- 2.10. Reproduction fees for requested records may be charged at a rate of 20 cents per page.
- 2.11. Records processed through this policy shall be provided to the applicant within a reasonable period of time (i.e. 30 days from receipt of the request). The applicant will be given a time frame for which they may expect a response to their request.
- 2.12. The Information Access and Privacy Administrator will document all Routine Access requests.

3.0 INQUIRIES

- 3.1. All inquiries should be directed to:
 - Communications Manager
 - South Shore Regional Centre for Education
 - 69 Wentzell Drive
 - Bridgewater NS B4V 0A2
 - Telephone: (902) 541-3005
 - Fax: (902) 541-3055
 - Email: webmaster@SSRCE.ca

4.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

5.0 EVALUATION

The Routine Access Policy and Procedures shall be evaluated annually by the Communications Manager in a report to the Regional Executive Director of Schools. This report will include application statistics.

Appendix "A"

INDEX OF RECORDS RELEASED UNDER ACTIVE DISSEMINATION

Active Dissemination Records

The following list covers records routinely released by the SSRCE. These records are available at www.SSRCE.ca.

Governing Documents:

- Policies and Procedures
- Annual Business Plan
- Financial Information (see below)

Media Records

- Press releases
- Media advisories

Reports

- Regional Executive Director (monthly and annual)

Human Resources

- Appointments to staff
- Current job postings

Finance

- Public budget documents
- Profile sheets
- Audited financial statements
- Requests for proposals/tender requests

School Information

- Upcoming events
- General demographics, including number of schools and total enrollment numbers
- Administration staff

INDEX OF RECORDS ACCESSIBLE THROUGH THIS POLICY

Routine Access Records

These records are available through Routine Access; each request is viewed individually. Additional records may be available through Routine Access and not listed here. This policy does not apply to information subject to exemptions of the *FOIPOP Act*.

Human Resources Records

- Organization charts with position titles
- Generic information of benefits and hours of work
- Current Job descriptions
- Current pay scale, salaries and classification of positions (unionized and non-unionized)
- Current secondment agreements both within and outside the SSRCE, excluding personal information
- Selection and hiring process for competitions held in the past 12-months, including:
 - Number of applicants for position
 - Number of persons interviewed
 - Identity of selection panel (to only those being interviewed)

Finance Records

- Summary reports of renovation costs carried out on specific projects in the previous fiscal year and year-to-date
- Overtime expenditure reports (current year-to-date) for specific departments or divisions
- Summary expenditure reports, by category, (e.g. salaries, travel, etc.) for previous fiscal year and year-to-date
- Staff member monthly expense summaries for the previous fiscal year and year-to-date

Operations Records

- School construction and repair requests – approvals, denials by the EECD
- Community Use of School agreements
- Capital project requests for school construction to the EECD (current year)
- Maintenance work orders
- Purchasing records
- Vehicle maintenance records
- Bus routes/trips/stop requests, excluding personal information
- Facilities water test results
- Catchment area/boundary information

Programs and Student Services (PSS) Records

N.B. most PSS records require the formal FOIPOP application process

- An individual's own student records (transcripts, cumulative file contents) – this does not include confidential file records, which requires the FOIPOP process. Access decisions are governed by the Provincial Student Records Policy.
- Various reports, guidelines and procedures relating to the general delivery of special education

programs created by SSRCE staff (not individual student plans).

- School demographic information by school/by class
- Various types of research reports created by SSRCE staff.

Refer to the Provincial School Code of Conduct and School Code of Conduct Guidelines at http://studentservices.ednet.ns.ca/sites/default/files/provincial_school_code_of%20conduct.pdf