ACCESS TO INFORMATION

Background

As a public organization, STEM Innovation Academy will manage information in a manner that supports a commitment to providing individuals a general right to access records, subject to limited and specific exceptions, as well as the right to request access to their own personal information. STEM IA is also committed to protecting the personal privacy of the individual.

Procedures

1. The Superintendent is designated as the Public Body Head under section 98(a) of the ATIA and is responsible for ensuring that STEM IA complies with the provisions of the ATIA and POPA.
2. The Controller is designated the Privacy and Access Officer (PAO) for the purposes of the ATIA and POPA and is responsible for ATIA and the POPA.
3. Requests for access to STEM IA information can be made by any individual or organization (the applicant), regardless of location or status.
4. All requests for access to STEM IA information must be made in writing.
5. STEM IA responds to right of access request openly, accurately and completely and will:
    5.1. Engage with applicants to allow them to clarify their request so it can be processed;
    5.2. Respond to questions in plain language; and
    5.3. Assist applicants in adjusting requests so they can be process.
6. Requests for information under ATIA may contain personal information of the applicant, which will be protected and managed in accordance with POPA.
7. Once the applicant has met the requirements to make a request, STEM IA has 30 business days to respond, unless the request has been abandoned, disregarded or transferred, or if the time limit is extended in accordance with ATIA.

Fees

8. Information requested is identified as either "personal information" or "general information". Fees for these services based on these designations are charged according to the Fee Schedule (Appendix).
9. There is no administration fee for applicants requesting access to their own personal information. However, fees may be charged for reproduction of information, if required, and only when the estimated costs exceed $10.00.
10. A $25.00 administration fee is charged for requests for general information and is non-refundable. A $50.00 administration fee is charged for continuing general information requests. Additional fees may be charged for reformatting, reproduction, disclosure preparation or transmission of information for general requests.
11. The Privacy and Access Officer creates an estimate of the fees and provides it to the applicant. The applicant must decide to either accept the estimated cost, or to revise or cancel their application. The applicant must respond within 30 business days or the request will be considered abandoned.
12. The applicant is required to pay, if applicable, the $25.00 administrative fee and/or a deposit of 50% of the estimated fees before the records are processed. The request will not be processed until the initial required fees are paid.

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APPENDIX: FEE SCHEDULE

If fees are expected to exceed one hundred fifty dollars ($150.00), The designated Privacy Officer must provide an estimate in advance. STEM Innovation Academy requires a deposit of fifty percent (50%) of the fee prior to processing the request.

The following fees are the maximum amounts charged to applicants under ATIA Regulation. For requests for personal information of the applicant, only fees for items 5-8 may be charged.

1. Initial fee for one-time ATIA requests	$25.00
2. Initial fee for ATIA requests requiring specific information on a continuing basis	$50.00
3. For searching for, locating and retrieving a record	$6.75 per 1/4 hr.
4. For converting or reformatting records:	
(a) converting a record into a redactable format	$0.25 per page
(b) reformatting audiovisual files into a redactable format	Actual cost to public body up to $20.00 per 1/4 hr.
5. For producing a paper copy of a record:	
(a) photocopies and computer printouts:	
(i) black and white up to 8 1/2" x 14"	$0.25 per page
(ii) other formats	$0.50 per page
(b) from microfiche or microfilm	$0.50 per page
(c) plans and blueprints	Actual cost to public body

6. For producing a copy of a record by duplication of the following media:	
(a) USB stick	Actual cost to public body
(b) audio and video tapes	Actual cost to public body
7. For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image:	
(a) 4" x 6"	$3.00
(b) 5" x 7"	$6.00
(c) 8" x 10"	$10.00
(d) 11" x 14"	$20.00
(e) 16" x 20"	$30.00
8. For producing a copy of a record by any process or in any medium or format not listed above	Actual cost to public body
9. For preparing and handling a record for disclosure.	$6.75 per 1/4 hr.
10. For supervising the examination of a record	$6.75 per 1/4 hr.
11. For shipping a record or a copy of a record	Actual cost to public body