

## **FOIP Coordinator Role and Responsibilities**

The Minister responsible for the *Freedom of Information and Protection of Privacy Act* (“FOIP Act”) and FOIP Regulation requires that each public body establish an office or function that is responsible for FOIP matters and have a key contact person who can carry out this function.

The function is usually performed by a FOIP Coordinator. The Market Surveillance Administrator (“the MSA”) FOIP Coordinator is responsible for the overall management of access to information and protection of personal information within the MSA. The FOIP Coordinator’s office provides the focal point for access to information and protection of privacy expertise within the public body.

The responsibilities include:

- implementing policies, guidelines and procedures to manage MSA compliance with the FOIP Act;
- ensuring that the MSA has a delegation instrument in place and that MSA staff understand their roles under the FOIP Act;
- providing advisory services to the staff of the MSA; providing training programs on access to information and privacy protection within the MSA and coordinating participation in FOIP courses offered by the Government of Alberta;
- informing all those with whom the MSA does business or provides services about the FOIP Act;
- advising senior management on information that can be disclosed without a FOIP request;
- ensuring that routine disclosure of information in response to a routine inquiry or request, active dissemination of information, and publication of information in print and electronic formats continues to be the normal ways of serving those interested in obtaining information;
- managing the FOIP request process for the MSA, which may include
  - assisting applicants;
  - assigning requests to program areas;
  - monitoring and tracking the processing of requests;
  - meeting time limits and notification requirements;
  - considering representations from third parties;
  - calculating fee estimates and collecting fees;

- reviewing preliminary recommendations from program areas and offices of the public body about the disclosure of records and proposals for severing information;
- making final recommendations on responses to requests; and
- responding to applicants.
- coordinating any negotiations, mediations, inquiries, investigations, and audits with the Office of the Information and Privacy Commissioner;
- setting up practices and procedures to ensure compliance with the privacy protection measures in Part 2 of the FOIP Act regarding the collection, use, disclosure, accuracy, retention and security of personal information;
- coordinate the MSA's efforts for managing, administering, controlling, providing security for, and preserving all its general records, including electronic data and information, publications and other reports in the custody or under the control of the public body;
- ensuring that the MSA staff are aware of other Acts and regulations that restrict the disclosure of information (section 5) so that the provisions of such Acts and regulations are applied consistently;
- reporting as required to the Ministry responsible for the FOIP Act on the operation of the FOIP Act; and
- maintaining and publishing a Directory
- of Personal Information Banks and coordinating the MSA's submission to the Directory of Public Bodies published by the Minister responsible for the FOIP Act.

If you have any FOIP questions, please contact the MSA FOIP Coordinator:

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