

# ROYAL ROADS UNIVERSITY

## BOARD POLICY

**Title:** Freedom of Information and Protection of Privacy

**Policy #:** D 1110

**Effective Date:** November 15, 2005

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### **Board Policy Statement**

For the purposes of administering the *Freedom of Information and Protection of Privacy Act*, the President is designated as the “head” of the public body.

The Board of Governors gives authority to the Vice-President of Operations and Learning Support to perform any duty or exercise any function of the head of the public body as required by the *Act*.

The Board of Governors may set any related fees as provided under the *Act*.

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### **Philosophy**

Royal Roads University will implement the *Act* in accordance with a high standard of administrative efficiency.

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### **President’s Responsibilities**

The President will ensure that standards, procedures, personnel and processes are in place to effect this policy.

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### **Information, Action and Monitoring Requirements for the Board**

The President will report annually on administration of the policy.

**RELATED DOCUMENTS:**

Freedom of Information and Protection of Privacy Operating Procedures

## FACT SHEET

### **DATES:**

15.11.05 Board Approval  
15.11.05 Implementation  
15.11.08 Review Due (*approval date + three years*)

### **SOURCE:**

*Date* Approval by Board Motion November 15, 2005