

FOI OFFICE

Categories of Records Routinely Available

Some records don't require a formal Access (Freedom of Information or FOI) request. Under section 71 of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA), public bodies like BCIT are required to identify certain records that can be provided through normal business processes, without going through the formal FOI application process.

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/foippa-manual/head-of-public-body-must-establish-record-available-without-request>

What does this mean for you?

Before submitting a formal FOI request, check whether the information you need is already available through an existing BCIT service or department.

Examples include:

- Your student transcript
- Your student account statement
- Your student records
- Student financial aid records
- Employee personnel records
- Accessibility records
- Student Health Services records

BCIT has identified certain records as routinely available and provides instructions on which department to contact to obtain them. This way, you do not require to submit a formal FOI request.

Why does BCIT do this?

The goal is to make commonly requested information easier and faster to access. Instead of submitting a formal FOI request and waiting for the FOI process, you can often obtain the information directly from the department that manages it. This supports transparency and reduces administrative burden for both applicants and BCIT.

When would I still need to make an FOI request?

A formal FOI request may be required when:

- The records are **not routinely available**.
- The request requires a **cross-departmental search**.
- You are seeking records beyond your own personal information.
- The records require review under FIPPA before release.

What if I am a third party representing a student or employee and require personal records on their behalf?

If you are requesting records on behalf of a student, employee, or another individual, BCIT may require written authorization from that person before releasing their personal information. The authorization must clearly identify the individual, the records being requested, and the person or organization authorized to receive the records.

If valid consent cannot be provided, a formal Freedom of Information (FOI) request may be required, and BCIT will assess whether the records can be disclosed in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Requests for another individual's personal information generally require their consent unless another legal authority for disclosure applies.

None of the records I require are listed below – do I make an FOI request?

Yes. Please use refer to the following website: <https://www.bcit.ca/information-access-privacy/access-to-information/>

FOI Request Guidance

If you are seeking records that are not publicly or routinely available, you have the right to submit a Freedom of Information (FOI) request to BCIT's Information Access and Privacy Office. The request must be made in writing and should describe the records you are looking for with enough detail to help identify them.

- First check whether the information is already available through routine channels, as many records can be obtained without a formal FOI request. Examples include records previously provided to the individual, publicly available information, transcripts available through standard processes, or records released with consent.
- FOI requests must generally be submitted in writing with sufficient detail to identify the records being sought. BCIT recommends using its request form.
- To help us process your request efficiently, please describe the specific records you are seeking rather than using broad terms such as "any and all records," "including but not limited to," or "all records related to." Providing clear details, such as the subject matter, date range, department, individuals involved, or types of records requested (such as specifying a specific matter), will help us identify responsive records more accurately and may reduce processing time.
- BCIT generally responds within 30 business days, although extensions may apply in some circumstances.
- Requests can be sent to the Information Access and Privacy Office at FOI@bcit.ca.

Record Type	Contact or Website	Examples
Accessibility records	accessibility@bcit.ca	Individual accommodation plan; supporting medical documentation; disability equipment requests; equipment receipts
Background checks	records@bcit.ca	
Employee personnel records (Current Employees)	Submit your request through ServiceNow – HR	Employment application records; performance evaluation records; training and professional

		development records; leave and attendance records; employee payroll records
Employee personnel records (Past Employees)	Contact Human Resources: https://www.bcit.ca/human-resources/contact-us/	Employment application records; performance evaluation records; training and professional development records; leave and attendance records; employee payroll records
Health records	Contact Student Health Services at shs@bcit.ca	Clinical visit notes from Student Health Services
Statement of accounts, including all transactions (current student)	Access through student account on myBCIT	Tuition payment records; account transaction history; outstanding balance records; refund and adjustment records
Statement of accounts, including all transactions (past student)	https://www.bcit.ca/admission/contact-us/	Tuition payment records; account transaction history; outstanding balance records; refund and adjustment records
Student BCIT #	Search Your BCIT ID , or Contact Student Information and Enrolment Services (SIES) at 604-434-1610 or visit them in person at SW01 on the Burnaby Main Campus. The standard hours are Monday, Tuesday, Thursday, and Friday from 8:30 am to 4:15 pm, and Wednesday from 9:00 am to 4:15 pm.	Student BCIT #
Student financial aid and awards record	Student Financial Aid & Awards – BCIT	Scholarship records; bursary records; student loan application records; financial need assessment records
Student records	Use the contact information available here: Student Records - BCIT	Course registration records; program admission records; student enrollment status

		records; graduation and credential completion records
Transcripts	Follow the instruction here: Official Transcript Request – BCIT	Student transcript