
Access to Information Procedure

[DRAFT]

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Category:	Administrative
Approval Body:	Board of Governors
Executive Sponsor:	Vice President, People, Culture & Inclusion
Entity Responsible:	Information Access and Privacy Office (IAPO)
Directory of Records:	0650-15
Classification:	Information Management
Approval Date:	2026 Mxx DD [tbd]

Overview

This Procedure forms part of Policy 6700 Access to Information and Privacy Management Program. It establishes a framework for Access to Records in BCIT's Custody or Control in accordance the *Freedom of Information and Protection of Privacy Act* (FIPPA).

Objectives

To establish a consistent, transparent, and accountable process for managing Access Requests, supporting BCIT's compliance with FIPPA, and providing timely access to records while protecting information restricted from disclosure.

Application

This Associated Procedure applies to all BCIT Employees.

Related Documents and Legislation

Provincial Legislation

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012

BCIT Policy

6700 Access and Privacy Management Program

Related References

Office of the Information and Privacy Commissioner for British Columbia. *Guidance on FIPPA's FOI process*. (June 2026)

Definitions

The definitions in Policy 6700 Access to Information and Privacy Management Program apply to this Associated Procedure, as do the additional terms below:

Applicant means any person, group, or organization that submits a formal written request to a public body to access official records, documents, or Personal Information in accordance with FIPPA.

Categories of Records means groups of Records established under section 71 of FIPPA that may be made available without a formal Access Request.

Record Holder means a BCIT Employee having responsibility for Records that may be Responsive to an Access Request.

Responsive Record means a Record reasonably related to the scope of an Access Request.

Guiding Principles

- BCIT supports timely, transparent, equitable, and accessible access to Records in accordance with FIPPA, while protecting information that is exempt, excepted, or otherwise restricted from disclosure.
- Access Requests are administered in a fair, consistent, and impartial manner, with decisions based on legislative requirements and the specific circumstances of each Request.
- Employees share responsibility for identifying, preserving, and providing Responsive Records and supporting compliance with Access and privacy requirements.
- The IAPO provides oversight, guidance, and coordination to support consistent application of Access to Information requirements across BCIT.
- Access Requests involving Indigenous knowledge, cultural information, or records of significance to Indigenous Peoples are managed with respect, meaningful engagement, and consideration of Indigenous perspectives, consistent with applicable legal requirements and BCIT commitments.

Procedure

1. Access Requests (FOI Requests)

- a) Applicants are required to make a written request to the IAPO and provide sufficient detail to enable identification of the Records sought. Applicants should use BCIT's [Request Form](#) to ensure sufficient detail (*Freedom of Information and Protection of Privacy Request for Access to*

Records).

- b) Applicants acting on behalf of third parties are required to provide written proof of being authorized to do so. Applicants should use the BCIT's [Third Party Authorization Form](#) (*Authorization for Disclosure of Personal Information to a Third Party*).
- c) BCIT will take reasonable steps to accommodate applicants who may face barriers in accessing the request process due to disability, language, literacy, technology, cultural considerations, or other accessibility-related needs. Alternative formats and supports may be provided where appropriate.
- d) The IAPO will respond to Access Requests within FIPPA timelines, generally 30 business days or sooner (subject to exceptions in FIPPA).
- e) The IAPO will determine whether fees apply to the Access Request per section 75 of FIPPA, and if applicable will deliver a fee estimate to the Applicant.
- f) The IAPO will administer limited and specific exceptions to disclosures as provided for in FIPPA. Where an exception applies and Personal Information can be reasonably severed from a Record, the IAPO will disclose the redacted Record to the Applicant.
- g) Access Requests must be delivered or forwarded to the IAPO promptly upon receipt.
- h) Employees must not respond directly to Access Requests unless authorized by the IAPO or where the requested Records are available through BCIT's established Categories of Records that may be released without a formal Access Request.
- i) Record Holders are required to cooperate with the IAPO by searching, compiling, and forwarding Responsive Records within the requested timelines and in accordance with any instructions provided by the IAPO.
- j) Upon notification of an Access Request, all potentially Responsive Records are preserved and not altered, deleted, or destroyed until the request has been completed and any applicable retention requirements have been satisfied.
- k) Any questions regarding the interpretation of Access Requests, the release of Records, the application of exceptions to disclosure, or communication with Applicants are referred to the IAPO.

2. External Public Body Access Requests

Prior to disclosure, the Privacy Officer reviews and validates under Part Three of FIPPA, Access Requests by Public Bodies (such as a ministry, ICBC, or RCMP) for CCTV footage, door access control records, email

records, student records, employee records, or any other information for investigations or other purposes. Disclosure may otherwise be made only where the Privacy Officer has expressly established and documented an alternative approval process.

3. Internal Access Requests

Internal access requests made by BCIT employees for personal information for an approved business purpose must be submitted to the IAPO through the prescribed intake process. Requests will be reviewed and authorized by the Privacy Officer before any information is disclosed.

An exception applies only where the Privacy Officer has formally established and documented an alternative approval process for a specific type of request.

Note: BCIT employees should not use the public FIPPA Request for Access to Records form for internal access requests unless specifically directed to do so.

Duties and Responsibilities

The duties and responsibilities in Policy 6700 Access and Privacy Management Program apply to this Associated Procedure.

IAPO

- Receives, logs, and coordinates Access Requests made under FIPPA.
- Reviews Requests for completeness and where necessary works with Applicants to clarify scope.
- Provides guidance to Record Holders regarding Records searches, Records preservation, and Access Request requirements.
- Coordinates the identification, collection, review, and processing of Responsive Records.
- Determines, in consultation with Record Holders as appropriate, whether information may be disclosed, redacted, withheld, or severed in accordance with FIPPA.
- Provides Applicant with BCIT's access decision and any Records being released in response to the Request.
- Maintains Records relating to Requests and related disclosures.
- Develops and maintains Categories of Records.
- Provides advice, training, and procedures regarding Access requirements.

Record Holders

- Handle Access Requests as confidential, including the Applicant's identity and the contents of the request, and only use or disclose request-related information as necessary to process and respond to the Request.

- Take reasonable steps to locate, retrieve and preserve Responsive Records within their custody and refrain from altering, deleting, concealing, or destroying such records.
- Assist the IAPO in understanding records, business processes, and relevant operational context.
- Respond to requests from the IAPO within established timelines.

Business Owners

- Support compliance with this Procedure within their areas of responsibility.
- Assist in identifying records that may be appropriate for Routine Disclosure.
- Ensure adequate resources and cooperation are provided to support timely responses to Access Requests.

Employees

- Forward Access Requests received directly by them to the IAPO without delay.
- Cooperate with the IAPO and Record Holders in the administration of Access Requests.
- Comply with records preservation requirements related to Access Requests.

Associated Forms

[Authorization for Disclosure of Personal Information to a Third Party](#)

[Authorization for Disclosure of Personal Information to Self](#)

Confidentiality Undertaking for Email Access

[Request for Access to Records](#)

Appendix

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	6700-PR1 version 1	2007 Dec	Replaced
Revised:	6700-PR1 version 2	2008 Sept 30	Replaced
Revised:	6700-PR1 version 3	2021 May 26	In Force
Revised:	6700-PR1 version 4 [Draft]	2026 Mmm dd	pending approval

Scheduled Review Date

yyyy Month dd – *tbd upon executive or Board approval*; however, the Policy's Executive Sponsor may initiate review at any time.