



**POLICY MANUAL**

**Policy No. 116**

Section:	Administration
Title	Freedom of Information and Protection of Privacy

**REASON FOR POLICY**

To provide direction regarding the Freedom of Information and Protection of Privacy Act and its application to the records in the custody of the North Vancouver Recreation & Culture Commission (NVRC).

**POLICY**

1. The NVRC will comply at all times with the provisions of the Freedom of Information and Protection of Privacy Act of British Columbia.
2. Requests for release of information will be processed in accordance with the guidelines set out in the Freedom of Information and Protection of Privacy Procedures.

**DEFINITION**

For the purposes of this policy, the following definition shall apply:

*Head* – Director of Recreation & Culture or delegate.

**AUTHORITY TO ACT**

Authority to act and revise this policy is delegated to the Director of Recreation & Culture.

Approval Date:	June 18, 2009	Approved by:	Commission
----------------	---------------	--------------	------------