



Carleton
UNIVERSITY

Canada's Capital University

Policy Name:	Head of the Institution and Delegation of Authority
Originating/Responsible Department:	University Secretary and Legal Counsel
Approval Authority:	ARC
Date of Original Policy:	January 2007
Last Updated:	April 2014
Planned Revision Date:	April 2019
Contact:	University Secretary

Head of the Institution

Purpose

To ensure compliance with the access and privacy provisions of Ontario's Freedom of Information and Protection of Privacy Act.

To designate who the head of the University is for the purposes the Act.

Responsibility

The Board of Governors is responsible for designating the head of the institution under the Act.

Scope

This policy applies to the University.

Policy

The President and Vice Chancellor of the University is designated as the head of the institution for the purpose of administering the University's compliance with the Freedom of Information and Protection of Privacy Act.

Delegation of Authority

Purpose

To ensure compliance with the access and privacy provisions in Ontario's Freedom of Information and Protection of Privacy Act.

To designate those employees who are authorized to approve access and privacy decisions.

Scope

This policy applies to all departments.

Policy

The following Schedule lists the level of officer or employee of Carleton University authorized to approve and accept the specified transactions (the Decision-Making Authority) and the level of office authorized to sign formal documents (the Implementation Authority).

This delegation does not in any way limit the authority of personnel directly above the indicated lowest level officers or employees from exercising any of the delegated powers in their area of responsibility.

<p>Authority for University decisions concerning access to records and the protection of personal information under FIPPA.</p>	<p>President and Vice-Chancellor or delegate</p>
<p>Administrative authority for the implementation of University decisions under FIPPA. This includes the administration of all documentation related to requests under the Act including but not limited to the issuing of correspondence, notices, fee estimates, transfer requests, time extensions. Responsibility for liaison with the Office of the Information & Privacy Commissioner and implementation of reporting requirements under the Act. Authority for decisions on fee waivers.</p>	<p>University Secretary</p>
<p>Disclosure of University records for research or statistical purposes.</p>	<p>Appropriate Vice-President</p>
<p>Authority for destruction of records containing personal information, and related record-keeping. (It is suggested that this be done via records retention schedules filed with VP.)</p>	<p>Appropriate Vice-President on recommendation by the University Secretary</p>
<p>Approval of research agreements re: University records in the Carleton University Corporate Archives that were formerly open to the public and may contain personal information.</p>	<p>University Secretary</p>