

## NorQuest College FOIP Delegation Matrix

The following delegation matrix (delegation tables A and B) identifies staff levels authorized to carry out responsibilities under the various sections of the *Freedom of Information and Protection of Privacy Act* (the FOIP Act). The FOIP Act places specific responsibilities and authority on the head of the public body – in the case of NorQuest College, the President and CEO. The FOIP Act allows the head to entrust or delegate their legislated responsibilities to another person or persons (the delegate). This is done through a written document called a delegation matrix (these two delegation tables). The delegated matrix contains a brief description of the FOIP Act sections that have been delegated. It also identifies which employee positions in the college are responsible for administering various sections of the FOIP Act.

### Delegation and Assignment of Responsibility Tables Delegation Table A

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (provide title(s) – specific or generic)
<b>Right of Access</b>				
Authority to declare request abandoned	8(1)		X	
Authority to grant continuing request	9(2)		X	
Duty to assist applicants	10(1)			All NorQuest staff
Duty to create records	10(2)			All NorQuest staff
Authority to decide on content of response/ grant or refuse access	11 & 12(1)		X <sup>1</sup>	
Authority to refuse to confirm or deny the existence of a record	12(2)		X <sup>1</sup>	
Authority to decide how access will be given	13 Regulation 4		X	
Authority to extend time limit	14(1) & 14(3)		X	
Authority to request Commissioner's permission for extension	14(1) & 14(2)		X <sup>1</sup>	

<sup>1</sup>With the advice of the office of the record (VP of the portfolio)

<sup>2</sup>With the advice of the Compliance Consultants

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (provide title(s) – specific or generic)
Authority to transfer a request for access	15		X	
<b>Exceptions</b>				
Authority to withhold information harmful to business interests of a third party	16		X <sup>1</sup>	
Authority to withhold information harmful to personal privacy	17		X <sup>1</sup>	
Authority to withhold information harmful to individual or public health or safety	18		X <sup>1</sup>	
Authority to withhold confidential evaluations	19		X <sup>1</sup>	
Authority to withhold information harmful to law enforcement	20		X <sup>1</sup>	
Authority to withhold information harmful to intergovernmental relations	21		X <sup>1</sup>	
Authority to withhold Cabinet confidences	22		X <sup>1</sup>	
Authority to withhold local public body confidences	23		X <sup>1</sup>	
Authority to withhold advice from officials	24		X <sup>1</sup>	
Authority to withhold information harmful to economic interests of a public body	25		X <sup>1</sup>	
Authority to withhold testing procedures, tests and audits	26		X <sup>1</sup>	

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<sup>2</sup>With the advice of the Compliance Consultants

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (provide title(s) – specific or generic)
Authority to withhold privileged information	27(1) & (2)		X <sup>1</sup>	Designated External Corporate Counsel
Authority to withhold information harmful to conservation of heritage sites or endangered species	28		X <sup>1</sup>	
Authority to withhold information that is or will be available to public	29		X <sup>1</sup>	
<b>Third Party Intervention</b>				
Duty to give third party notice	30		X	
Authority to decide whether to give access to third party information	31(1)		X	
Duty to give notice of decision	31(2)–(4)		X	
<b>Public Interest</b>				
Authority to disclose information in public interest when it pertains to a risk of significant harm to the environment or to the health or safety of the public	32(1)	X <sup>1,2</sup>		Emergency Operations Centre  CARE Committee  Senior Manager of Wellness and Accessibility
Authority to disclose information in public interest when it pertains to any other public interest matter	32(1)	X <sup>1,2</sup>		
Duty to give notice to third party, Commissioner	32(3), (4)		X	

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<sup>2</sup>With the advice of the Compliance Consultants

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (provide title(s) – specific or generic)
<b>Collection, Correction, Protection of Personal Information</b>				
Authority to set aside collection requirements	34(3)		X	Divisional head of record responsible for the collection and use of personal information
Authority to decide on requests for correction of personal information	36(1)		X	
Duty to correct, annotate or link personal information, duty to notify previous recipients	36(3), (4)		X	
Duty to give notice to individual requesting correction	36(7)		X	
Authority to transfer a request for correction	37		X	
Duty to ensure protection of personal information	38			Divisional head of record responsible for the collection and use of personal information <sup>1,2</sup>
<b>Use and Disclosure of Personal Information</b>				
Establishing rules for electronic consent	Regulation 7(5)(a)		X	
Establishing rules for oral consent	Regulation 7(6)(a)		X	
Authority to disclose to relative or adult interdependent partner of deceased individual	40(1)(cc)		X	

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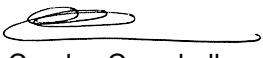
<sup>2</sup>With the advice of the Compliance Consultants

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (provide title(s) – specific or generic)
Authority to disclose to avert imminent danger to health or safety	40(1)(ee)	X <sup>1,2</sup>		Emergency Operations Centre CARE Committee Senior Manager of Wellness and Accessibility
Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements	42(c)	X <sup>1,2</sup>		Associate Dean of Research <sup>1,2</sup>
Authority to disclose to guardian of a minor	84(1)(e)		X <sup>1</sup>	
<b>Reviews and Complaints</b>				
Authority to ask the Commissioner for advice	54(1)		X	
Authority to request Commissioner to disregard requests	55		X <sup>1</sup>	
Authority to require Commissioner to examine original record on site	56(4)		X	
Right to make representations to the Commissioner	69(3), (5), (6)		X	Designated External Corporate Counsel
Duty to discharge burden of proof	71		X <sup>1</sup>	
Duty to comply with Commissioner's Order	74	X <sup>1,2</sup>		

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Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (provide title(s) – specific or generic)
<b>General Provisions</b>				
Duty to publish a directory of the body's personal information banks and keep it current	87.1(1) and (4)		X	
Duty to record uses or disclosures of personal information not included in directory	87.1(3)			Divisional head of record responsible for the collection and use of personal information <sup>1,2</sup>
Authority to specify categories of records available without formal request and require a fee	88		X	Divisional head of record responsible for the dissemination of information <sup>1,2</sup>
Duty to make manuals available	89		X	
<b>Fees</b>				
Authority to assess and collect fees	93		X	
Authority to waive fees	93(4)	X <sup>2</sup>		
Duty to give notice of decision to grant or refuse waiver request	93(4.1)		X	

<b>Delegation Table A Approval</b>		
Title	Name / Signature	Date
President & CEO, NorQuest College	 Carolyn Campbell	September 17, 2020

<sup>1</sup>With the advice of the office of the record (VP of the portfolio)

<sup>2</sup>With the advice of the Compliance Consultants

## Administrative Responsibilities that May be Assigned Delegation Table B

Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (Provide title(s) – specific or generic)
<b>Right of Access</b>				
Establishing process for receiving access requests	2(a), (c)		X	
Assuring process for access is made public	Regulation 3(1)		X	
<b>Collection, Accuracy and Retention of Personal Information</b>				
Establishing controls over the collection, use and disclosure of personal information	2(b)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Authorizing routine correction of personal information	2(d)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Ensuring authorized purpose of collection	33			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring proper collection and notification	34			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring accuracy of personal information	35(a)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>

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<sup>2</sup>With the advice of the Compliance Consultants

Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (Provide title(s) – specific or generic)
Applying retention standards	35(b)		X	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
<b>Use and Disclosure of Personal Information</b>				
Assuring appropriate uses	39			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring proper disclosures of personal information	40 (May be different for each provision)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing in accordance with <b>Part 1</b>	40(1)(a)		X <sup>1</sup>	
Disclosing if not an unreasonable invasion of third party's personal privacy	40(1)(b)		X	
Disclosing for original or consistent purpose	40(1)(c)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing after individual consents	40(1)(d)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to comply with enactment of Alberta or Canada or treaty, arrangement or agreement made under enactment	40(1)(e)		X <sup>1</sup>	

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<sup>2</sup>With the advice of the Compliance Consultants



Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (Provide title(s) – specific or generic)
Signing personal information sharing agreements	40(1)(e)		X	Divisional head of record responsible for the collection and use of personal information
Disclosing in accordance with enactment of Alberta or Canada that authorizes or requires disclosure	40(1)(f)		X <sup>1</sup>	
Disclosing to comply with subpoena, warrant or court order	40(1)(g)		X <sup>1</sup>	
Disclosing where necessary for employee of public body or member of Executive Council to perform duties	40(1)(h)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing where necessary for delivery of common or integrated program or service	40(1)(i)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to enforce legal right of Government of Alberta or public body	40(1)(j)	X <sup>1,2</sup>		
Disclosing to collect debt or fine or make payment	40(1)(k)			Vice President, Corporate Services and Finance <sup>2</sup>
Disclosing to determine or verify eligibility for program or benefit	40(1)(l)			Divisional head of record responsible for the collection and use of personal information
Disclosing to Auditor General and other prescribed persons for audit purposes	40(1)(m)			Vice President, Corporate Services and Finance

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Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (Provide title(s) – specific or generic)
Disclosing to Member of Legislative Assembly to assist individual	40(1)(n)		X	
Disclosing to bargaining agent acting on behalf of employee	40(1)(o)		X	Designated External Corporate Counsel <sup>2</sup>
Disclosing for archival purposes	40(1)(p)		X	
Disclosing to assist investigation	40(1)(q)			Emergency Services Consultant
Disclosing from one law enforcement agency to another law enforcement agency	40(1)(r)			Emergency Services Consultant
Disclosing to next of kin or friend of injured, ill or deceased individual	40(1)(s)		X	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to expert under section 18(2) to protect individual or public safety	40(1)(u)	X <sup>1,2</sup>		Senior Manager of Wellness and Accessibility
Disclosing for legal proceedings to which Government of Alberta or public body is a party	40(1)(v)	X <sup>1,2</sup>		
Disclosing through Minister of Justice and Attorney General to place of lawful detention	40(1)(w)		Not Applicable	
Disclosing to manage or administer personnel	40(1)(x)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to enforce a maintenance order	40(1)(y)		X	

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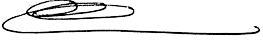
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Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (Provide title(s) – specific or generic)
Disclosing to officer of the Legislature where necessary to carry out duties	40(1)(z)		X <sup>1</sup>	
Disclosing for supervision of individual under control of correctional authority	40(1)(aa)		X <sup>1</sup>	
Disclosing when information available to the public	40(1)(bb)			Divisional head of record responsible for the collection and use of the information <sup>2</sup>
Disclosing business contact information	40(1)(bb.1)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to lawyer acting for an inmate	40(1)(dd)		X	
Disclosing to administrator of Motor Vehicle Accident Claims Act	40(1)(ff)		X	
Post-secondary educational body only: disclosing alumni information for its own fund-raising activities and administering disclosure agreements	40(2)			NorQuest Foundation <sup>2</sup>
Post-secondary educational body only: disclosing teaching and course evaluations	40(3)		X <sup>1,2</sup>	
Disclosing for research and statistical purposes and for administration of research agreements	42 & 43			Associate Dean of Research <sup>1</sup>

<sup>1</sup>With the advice of the office of the record (VP of the portfolio)

<sup>2</sup>With the advice of the Compliance Consultants

Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultants	Delegated to other person(s) (Provide title(s) – specific or generic)
Disclosure of health care information	Regulation 6			Senior Manager of Wellness and Accessibility
Researcher agreements	Regulation 9	X <sup>1,2</sup>		Associate Dean of Research <sup>1,2</sup>

Delegation Table B Approval		
Title	Name / Signature	Date
President & CEO, NorQuest College	 Carolyn Cambell	September 17, 2020

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