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## Fees for Services under the Freedom of Information and Protection of Privacy Act Policy

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<b>Policy Sponsor:</b>	The Governors of Athabasca University
<b>Policy Contact:</b>	FOIP/Policy Coordinator
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	June 10, 2011
<b>Approval Group:</b>	The Governors of Athabasca University
<b>Approval Date:</b>	June 10, 2011
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Fees for Services under the Freedom of Information and Protection of Privacy Act Procedures</a>

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### Purpose

To set the fees that Athabasca University may require to be paid under section 93 of the *Freedom of Information and Protection of Privacy (FOIP) Act* for services provided in responding to formal requests for access to information (formal FOIP requests).

### Definitions

<b>Applicant</b>	A person who makes a Formal Access Request to the University.
<b>Formal Access Request</b>	A written request to the University under section 7(1) of the <i>FOIP Act</i> to access a record in the custody or under the control of Athabasca University containing general or personal information.
<b>Head</b>	The person designated under section 95(a) of the <i>FOIP Act</i> as the Head of Athabasca University for the purposes of the <i>FOIP Act</i> .
<b>Informal Request for</b>	A request that is not a Formal Access Request for a copy of an



## **Information**

individual's personal information or for general records and that is subject to Athabasca University's regular reproduction and service fees.

## **Personal Information**

Means recorded information about an identifiable individual as specified in section 1(n) of the *FOIP Act*.

## **Policy Statements**

1. Pursuant to section 95(b) of the *Freedom of Information and Protection of Privacy (FOIP) Act*, R.S.A. 2000, c. F-25 and a Motion of the Governors of Athabasca University Executive Committee respecting Motion Number 160-7 at Meeting Number 160, held on November 27, 1998, the Governors of Athabasca University Executive Committee adopts the fee schedule provided by section 93 of the *FOIP Act* and the FOIP Regulation (A.R. 200/1995, as amended from time to time) for Formal Access Requests. The provisions of section 93 of the FOIP Act and sections 9-13 of the FOIP Regulation are specified in the Policy Statements that follow and in the related Procedures.
2. The Head of Athabasca University may require an applicant to pay to Athabasca University fees for services respecting Formal Access Requests, as provided for in the FOIP Regulation, but not for a request for the Applicant's own personal information, except for the cost of producing the copy.
3. If an applicant is required to pay fees for services under subsection (2), the University must give the Applicant an estimate of the total fee before providing the services.
4. The Head may excuse an Applicant from paying all or part of a fee if, in the opinion of the Head:
  - (1) the Applicant cannot afford the payment or for any other reason it is fair to excuse the payment, or
  - (2) the record relates to a matter of public interest, including the environment or public health or safety.
5. The fees referred to in subsection (2) must not exceed the actual costs of the services provided.

## **Applicable Legislation and Regulations**

[\*Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25\*](#)  
[\*Freedom of Information and Protection of Privacy Regulation, A.R. 200/1995, as amended\*](#)



## **Related References, Policies, Procedures and Forms**

[Fees for Services under the Freedom of Information and Protection of Privacy Act Procedures](#)  
[Designation of Head for the Purposes of the Freedom of Information and Protection of Privacy Act](#)  
[Freedom of Information and Protection of Privacy Act Delegation of Authority](#)  
[Access to Information Policy](#)

## **History**

Athabasca University Governing Council, June 10, 2011, Motion # 173-14 (revised)  
Effective Date November 27, 1998  
Executive Committee, November 27, 1998, Motion # 160-7 (Approved)