

STATEMENT OF POLICY AND PROCEDURE

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Subject: **FREEDOM of INFORMATION and PROTECTION of PRIVACY** | Sec 2, 1L

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SECTION 2 – 1.L

FREEDOM of INFORMATION and PROTECTION of PRIVACY (FOIP)

1. In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), Northern Lights Library System (NLLS) allows access to its public records and ensures the protection and privacy of personal information except where disclosure is required by law.
2. NLLS designates the Executive Director or their designate as the Head, in accordance with the relevant sections of the FOIP Act. The Head may delegate specified responsibilities in writing, under the Act.
3. Fees for FOIP requests are based upon the schedules found in the FOIP Act.
4. NLLS will provide FOIP training for relevant employees and member libraries biennially.