TOWN OF STONY PLAIN

A-LS-069

Access and Correction to Information Policy

Authority: Chief Administrative Officer

Effective Date: November 2, 2026

Signature: _____

Future Review Date: 2030

Responsibility: Legislative Services

References: *Access to Information Act,* Routine Disclosure Policy

Replaces: No prior policy

1.0 Purpose: To establish a consistent and transparent framework for responding to requests for access and correction to information under the custody or control of the Town of Stony Plain in accordance with the *Access to Information Act.*

2.0 Scope: This policy applies to all Records in the Custody or Control of the Town of Stony Plain, including paper records, electronic records, emails, databases, and any other recorded information. This policy applies to all employees and any other individuals acting on behalf of the Town of Stony Plain.

3.0 Definitions:

***Access to Information Act* or ATIA:** means provincial legislation that gives the public a legal right to request access to records held by public bodies, subject to specific exceptions and protections including required protection of personal privacy.

Access to Information Request: means a written request made under the *Access to Information Act* requesting access to specific records in the custody or control of the Town.

Custody or Control: means records the Town possesses or has the authority to access, manage, or dispose of, including those held by a third party for the Town.

Duty-to-Assist: means the Town of Stony Plain's obligation to make every reasonable effort, without delay, to help an applicant understand and refine a request and to respond accurately and completely, subject to the *Access to Information Act.*

Record(s): means any information that is recorded or stored in any form, including paper documents, electronic files, emails, text messages, photographs, audio or video recordings, databases, and any other medium, that is in the Custody or Control of the Town of Stony Plain.

Request for Correction: means the request for correction of personal information in the Custody or Control of the Town where the individual believes there is an error or omission therein.

Office of the Information Privacy Commissioner or OIPC: means the independent oversight body responsible for ensuring that Alberta's public-sector privacy and access to information laws are properly followed.

Personal Information: means the recorded information about an identifiable individual as defined in the *Protection of Privacy Act.*

Privacy Officer: means the person the Town designates to oversee compliance with the *Access to Information Act* and *Protection of Privacy Act.*

Records Retention Schedule: means a document that sets out how long the Town of Stony Plain must keep different types of records and how they are to be securely disposed of when the retention period ends.

Routine Disclosure: means the release of records without a formal Access to Information Request, as part of regular business and as described in a Routine Disclosure Policy.

Town: means the municipality of the Town of Stony Plain.

4.0 Statement: The Town of Stony Plain is committed to openness, accountability, and transparency. Access to Records will be provided unless disclosure is restricted by a specific provision of the *Access to Information Act.* Exceptions to disclosure will be applied narrowly and reasonably.

5.0 Standards:

5.1 Any person has the right to request access to Records in the Custody or Control of the Town, subject to the provisions and exceptions set out in the *Access to Information Act.*

5.2 Access to Information Requests must be made in writing and must provide sufficient detail to enable the Town to identify the requested Records.

5.3 Access to Information Requests may be subject to an application fee as prescribed by ATIA.

5.4 Individuals may request correction or amendment of their own Personal Information in the Custody or Control of the Town.

5.5 Requests for Correction to Personal Information must be made in writing and provide sufficient detail to enable the Town to both identify the requested record and make a determination if the record should be corrected.

5.6 To address the Duty-to-Assist, the Town will make every reasonable effort to assist applicants, including helping to clarify or narrow the scope of requests and explaining the access and correction process and timelines.

5.7 Access to Information Requests and Requests for Correction will be responded to within 30 business days, unless an extension is authorized under ATIA.

5.7.1 Applicants will be notified in writing of any time extension and the reason for it.

5.8 Access to Information Requests and Requests for Correction may be refused or limited where disclosure is restricted by ATIA.

5.8.1 Access to Information Requests and Requests for Correction may be disregarded if they are frivolous, vexatious, abusive, duplicative, or would unreasonably interfere with operations.

5.8.2 Applicants will be provided written reasons and informed of their right to request a review by the OIPC if they are dissatisfied with a decision made under the ATIA.

5.9 All Access to Information Requests, Request for Correction and related documentation will be retained in accordance with the Town of Stony Plain's Records and Information Management Policy.

6.0 Roles & Responsibilities

6.1 Privacy Officer

6.1.1 Ensure overall compliance with ATIA.

6.1.2 Cooperate with the OIPC.

6.2 Information Management and Privacy Coordinator

6.2.1 Process Access to Information Requests when the request is for Records that are not considered part of Routine Disclosure.

6.2.2 Process Correction requests.

6.2.3 Conduct periodic audits to ensure compliance.

6.2.4 Cooperate with the OIPC.

6.3 Employees

6.3.1 Process requests for information when the request is for Records that are considered part of Routine Disclosure; these requests may be submitted informally or part of an Access to Information Request.

6.3.2 Direct Access to Information Requests and Requests for Correction to the Information Management and Privacy Coordinator when the request is for Records that are not considered part of Routine Disclosure.

7.0 Policy Review: This administrative policy shall be reviewed within four years of being implemented, with any changes being submitted to the Town Manager for approval.

Reference Documents:

Reference Documents do not form part of this policy and are attached for reference purposes only.

1. Access to Information Request Form