



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 Fax: (250) 561-6801
www.sd57.bc.ca

How to make a Freedom of Information (FOI) request

The [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) gives you the right to request access to records held by "public bodies" including provincial government ministries, local governments, municipal police forces and crown corporations. You can request records that contain your own personal information, and records such as reports, audits, and financial information of the public body.

Steps to follow when requesting records

If you want to request records from a public body or private organization in BC, the first step is to make your request in writing. Deliver your request directly to that public body or organization. Keep a copy for your records.

Please include the following information in your written request:

1. Your contact information, including full name, mailing address, phone number, and email address.
2. The information you are looking for. Please be as specific as possible, and give as much information as possible to assist us in locating the record.
3. If you are requesting your own personal information and were a student within School District No.57, please include your date of birth, any other names you may have had while attending school, the last year you attended school within the district, and the last school you attended within the district.
4. If you are requesting your own personal information and were a staff member within School District No.57, please include your Social Insurance Number, any other names you may have had while working within the district, and the last year you were employed by the district. If you are a current employee you can contact the Human Resources Department.
5. If you are requesting the personal information of another person please include their full name, any other names they may have had, their date of birth for a student or Social Insurance Number for a staff member, the last year and school attended for a student or the last year of employment for a staff member, and the authority you have to request information on their behalf (ex: parent/guardian, MCFD/RCMP, etc.).

Where to submit your request

FOI Requests should be submitted in writing to the School District No. 57 Privacy Compliance and Risk Management Advisor. They can be sent by mail to the main School District office, by fax to (250)561.6820, or by email to ebryden@sd57.bc.ca.

What to do if you are unsatisfied with the response

If you do not receive a response within 30 business days, or you do not feel the public body or organization has responded appropriately to your request, please visit the [Office of the Information & Privacy Commissioner for British Columbia](#) (OIPCBC) website for information on how to make a complaint or request a review.