

Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	<i>Access to Information Act (RSA 2024, c A-1.4); Post-Secondary Learning Act (SA 2003 cP-19.5); Protection of Privacy Act (SA 2024, c P-28.5); Protection of Privacy (Ministerial) Regulation (143/2025).</i>
Effective:	May 21, 2026
Revision:	

**APPROVED:** \_\_\_\_\_  
**Chair, on Behalf of SAIT's Board of Governors**

## **POLICY**

The policy of the Board of Governors is to facilitate a process which allows individuals to exercise their right of access to information under the *Access to Information Act* (ATIA).

### **DEFINITIONS**

**Access request**

A formal written request submitted by an individual for records within the custody or under the control of SAIT.

**Personal information**

Recorded information about an identifiable individual and includes, but is not limited to, name, residential address and phone number, personal email address, sex (sex assigned at birth), age, gender identity, title, pronouns, sexual orientation, marital or family status, religious affiliation, Indigeneity, ethnicity, disability status, languages spoken, immigration status, identification number, education and employment history, health information including documentation of approved accommodations for physical or mental disability, an individual's personal views or opinions and information about an individual's financial matters.

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**Record**

Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. A record may be in any form. This includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

**Routine disclosure**

The release of personal information where access can be easily granted without reference to exceptions under *POPA* or *ATIA*. This includes information belonging to the requester that exists in a standardized format which allows for the exclusion of information related to other individuals, contains general non-identifiable data and/or is already publicly available.

**GOVERNING PRINCIPLES**

1. The *Access to Information Act* (ATIA) provides a right of access to any record held in the custody or under the control of SAIT, subject to mandatory and discretionary exceptions specified in the *ATIA*.
2. An individual has a right to access their own personal information, subject to the exceptions under the *ATIA* (refer to procedure [AD.3.4.1 Access to Information](#)).
3. Reasonable efforts will be made to ensure that the personal information contained in SAIT's records is accurate and complete. Individuals have a right to request a correction to their own personal information.
4. SAIT may disclose certain types of information informally through routine channels (routine disclosure) without the necessity of making a formal request for access to information (access request).
5. SAIT is committed to protecting the confidentiality and privacy of the personal information within the custody or under the control of SAIT, in accordance with procedure [AD.1.1.1 Personal Information](#).
6. SAIT will adhere to the record retention and disposition timelines set out in procedure [AD.3.2.3 Retention and Disposition Schedule](#).

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## PROCEDURE

1. Any individual may make a formal written request to access information (access request) by submitting a request to SAIT. The process, criteria and timeline for submitting a formal access request are set out in section A of procedure [AD.3.4.1 Access to Information](#).
2. The Access and Privacy Unit, Office of General Counsel will process formal access requests, providing notification to any affected third parties, preparing the records (if any) for disclosure and providing the access decision to the individual.
3. Under Section 9 of the *ATIA*, SAIT may decide to disregard a request for the reasons specified in procedure [AD.3.4.1 Access to Information](#). In cases where SAIT decides to decline a formal access request, the applicant will be informed of the reasons for this decision and advised of their right to submit a request for review to the Alberta government's Office of the Information and Privacy Commissioner.
4. SAIT will ensure that student records are accessed and shared in a manner that protects privacy, maintains data integrity and complies with applicable legislation. Students have primary access to their own records through the channels outlined in [AD.3.4.1 Access to Information](#) procedure. Access by employees to student records is limited to what is necessary for their job responsibilities and is subject to authorization. Personal information about students must not be disclosed without consent or legal authority in accordance with procedure [AD.1.1.1 Personal Information](#).
5. SAIT will safeguard employee personal information by ensuring access and disclosure occur only with consent, legal authority and/or demonstrated business need. Employees can request access to their own employment records, payroll data or other routine personnel information through the Human Resources department. Sensitive employee data, including contact details and employment history, is restricted to employees responsible for those matters and the release or disclosure of such information must adhere to procedure [AD.1.1.1 Personal Information](#).
6. An individual's request for the release of personal information, where access can be readily provided without reference to any exceptions under the *Protection of Privacy Act* (POPA) or *Access to Information Act* (ATIA), may be considered routine disclosure as set out in procedure [AD.3.4.1 Access to Information](#).

## POLICY/PROCEDURE REFERENCE

AD.3.4.1 [Access to Information procedure](#)

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