



FIPPA DELEGATION OF AUTHORITY PROTOCOL

Approved: April 8, 2008

Approved by: Executive Group
Responsible Office(s): Administration
Responsible Officer(s): Dean/Chief Executive Officer
Associate Dean, Administration
Planning & Risk Manager

1.0 Delegation of Authority

1.1 Purpose

To ensure compliance with the access and privacy provisions in Ontario's Freedom of Information and Protection of Privacy Act.

To communicate the delegation by the "Dean" of the Northern Ontario School of Medicine (NOSM), as appointed Chief Executive Officer by the Board of Directors and the designated "Head" of NOSM under the *Ontario Freedom of Information and Protection of Privacy Act*, of authority to exercise powers and duties under the *Freedom of Information and Protection of Privacy Act and Regulations*.

1.2 Scope

This protocol applies to all units of the NOSM.

1.3 Protocol

Schedule 1, attached to this protocol, lists the level of officer or position title of the NOSM staff authorized to exercise powers and duties (Decision-Making Authority) and the level of office authorized to sign formal documents (Implementation Authority).

This delegation does not in any way limit the authority of personnel directly above the indicated lowest level officers or employees from exercising any of the delegated powers in their areas of responsibility.

2.0 Getting Help

Queries regarding interpretations of this document and resolution of issues should be directed to:

Planning & Risk Manager at (807) 766-7396 or
Corporate Administration Officer at (807) 766-7332

Northern Ontario School of Medicine



**Delegation of Authority
Freedom of Information and Protection of Privacy Act (FIPPA)**

Transaction	Delegated Authority
<p>Authority for School decisions concerning access to records and the protection of personal information under FIPPA for their respective areas of responsibility.</p>	<p>Associate Dean, Administration Associate Dean, Community Engagement Associate Dean, Continuing Health Professional Education Associate Dean, Faculty Affairs Associate Dean, Informatics Associate Dean, Learner Affairs Associate Dean, Postgraduate Education Associate Dean, Research Associate Dean, Undergraduate Medical Education</p>
<p>Administrative authority for the implementation of School decisions under FIPPA. This includes the administration of all documentation related to requests under the Act including but not limited to the issuing of correspondence, notices, fee estimates, transfer requests, time extensions.</p> <p>Responsibility for liaison with the Office of the Information & Privacy Commissioner and implementation of reporting requirements under the Act.</p> <p>Authority for decisions on fee waivers.</p>	<p>Associate Dean, Administration Planning & Risk Manager with the assistance of the Corporate Administration Officer</p>
<p>Disclosure of School records for research or statistical purposes.</p>	<p>Appropriate Associate Dean</p>
<p>Authority for destruction of records containing personal information, and related record-keeping.</p>	<p>Appropriate Associate Dean on recommendation by the Planning & Risk Manager.</p>