

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY POLICY

PURPOSE

Island Coastal Economic Trust is committed to openness, accountability, and the responsible stewardship of information. This policy sets out how Island Coastal Economic Trust meets its obligations under the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA) and balances the public's right of access to information with the protection of personal privacy.

This policy is intended to be clear, accessible, and consistent with the expectations placed on public bodies in British Columbia.

SCOPE AND APPLICATION

This policy applies to all records in the custody or under the control of Island Coastal Economic Trust, regardless of format.

This policy applies to all employees, Board and Regional Advisory Committee members, contractors, and others acting on behalf of the Trust.

LEGISLATIVE AUTHORITY

Island Coastal Economic Trust is a public body subject to the Freedom of Information and Protection of Privacy Act. All collection, use, disclosure, retention, access, and disposal of records must comply with the Act and its regulations.

ACCOUNTABILITY AND ROLES

Head of the Public Body

For the purposes of FIPPA, the Chief Executive Officer is designated as the Head of the Public Body and is accountable for ensuring compliance with the Act.

FOI and Privacy Officer

Island Coastal Economic Trust designates the Manager of Programs and Corporate Affairs as the FOI and Privacy Officer. The FOI and Privacy Officer is responsible for:

- a. Coordinating responses to access to information requests
- b. Supporting the duty to assist applicants
- c. Providing guidance to staff regarding privacy protection practices
- d. Supporting compliance with privacy obligations
- e. Managing privacy complaints and privacy breach responses

ACCESS TO INFORMATION

Right of Access

Individuals have a right of access to records in the custody or under the control of Island Coastal Economic Trust, subject to the limited and specific exceptions set out in FIPPA.

Island Coastal Economic Trust will make every reasonable effort to assist applicants and to respond openly, accurately, and without unnecessary delay.

Requests for Access

Requests for information may be made informally where appropriate. Formal requests must be made in writing and will be processed in accordance with FIPPA.

Island Coastal Economic Trust will respond to formal requests within 30 business days, unless an extension is authorized under the Act.

Where access to information is refused in whole or in part, the applicant will be advised in writing of the reasons for the refusal and informed of their right to request a review by the Office of the Information and Privacy Commissioner of British Columbia.

Fees

Fees are assessed in accordance with FIPPA and its regulations. Requests for an individual's own personal information are not subject to fees. Where applicable, applicants will receive a fee estimate and may request a fee waiver.

Board and Committee Records

Meeting minutes record decisions only.

Board and Regional Advisory Committee minutes may be released in response to a request, following approval by resolution, and in accordance with the Freedom of Information and Protection of Privacy Act.

Records arising from meetings held in camera may be withheld from disclosure where an exception under the Freedom of Information and Protection of Privacy Act applies.

Protection of Personal Information

Island Coastal Economic Trust collects, uses, and discloses personal information only as authorized by FIPPA and only where reasonably necessary to carry out its mandate and operations.

Reasonable efforts are made to ensure that personal information is accurate and complete.

Safeguarding Personal Information

Island Coastal Economic Trust protects personal information in its custody or under its control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, or disposal.

Safeguards include:

- Secure physical storage of paper records in Canada, accessible only to authorized individuals
- Secure electronic systems and cloud services stored in Canada
- Restricted access based on role and operational need

Contractors and service providers who have access to personal information must comply with Island Coastal Economic Trust's privacy obligations.

Automated Tools

Island Coastal Economic Trust may use automated tools to support its operations. Any such use involving personal information will be subject to the Freedom of Information and Protection of Privacy Act, include appropriate human oversight, and follow guidance from the Office of the Information and Privacy Commissioner of British Columbia.

Privacy Management and Breaches

Island Coastal Economic Trust maintains privacy management practices to support ongoing compliance with FIPPA.

A privacy breach occurs when personal information is accessed, collected, used, disclosed, or disposed of in an unauthorized manner. Island Coastal Economic Trust will take prompt steps to contain, investigate, and mitigate privacy breaches.

Where there is a real risk of significant harm, affected individuals and the Office of the Information and Privacy Commissioner of British Columbia will be notified, as required by law.

Records Retention and Disposal

Records are retained and disposed of in accordance with legal requirements and Island Coastal Economic Trust's records management practices.

Questions, Complaints, and Review

Individuals may request access to records, request correction of their personal information, or raise concerns about privacy practices.

Applicants also have the right to request a review of decisions by the Office of the Information and Privacy Commissioner of British Columbia.

Policy Review

This policy will be reviewed at least every three years, or sooner if legislative or operational changes require.

Adopted by Board: February 20, 2026

Replaces: Freedom of Information and Protection of Policy adopted May 13, 2016

Next Review: February 2029