

ATIPP Information Request Policy

1.0 Policy Statement

The City of Mount Pearl will follow the prescribed process for public bodies directed in the ATIPP Act, 2015 and detailed in the companion documents *Protection of Privacy Policy and Procedure Manual* and *Access to Information Policy and Procedure Manual*.

2.0 Organizational Roles

The ATIPP Coordinator for the City of Mount Pearl will be the position of the Records and Information Management Officer. The back-up ATIPP Coordinator for the City of Mount Pearl will be the position of Director of Corporate Services. The Head of the Public Body is assigned to the position of Chief Administrative Officer (CAO).

3.0 Access and Privacy Education and Awareness Program

The ATIPP Coordinator will be responsible for the maintenance of the City of Mount Pearl's ATIPP Education and Awareness program. The awareness program will use Information Management Month (April each year) as the annual planning exercise for events for the year.

4.0 Related Procedure

Refer to the *City of Mount Pearl ATIPP Procedure Manual*.

5.0 Approvals



Steve Kent, Chief Administrative Officer

February 20, 2018
Date