

Job Information

Job title	Information and Privacy Analyst	Job Code: INPRIV	Pay Grade: M
Title of immediate supervisor	<i>Deputy Legislative Manager – Privacy Officer</i>		
Department/Division	Legislative Services		
Prepared by	S. Masters		
Date Created	February 1, 2019	Revised date	

Job Purpose

In accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA); processes the District's records access requests through all stages of the response progression, within legislated timelines and may include responses to complaints to the Office of the Information and Privacy Commissioner (OIPC); develops, recommends and assists in the implementation of related policies and procedures; provides advice to staff and the public on FIPPA; and in conjunction with training plans delivers FIPPA related training sessions. The Information and Privacy Analyst will also work in the area of privacy compliance and records management.

Duties and Responsibilities

- Process access for records requests in accordance with FIPPA; consult with applicants to clarify the request; identify, search, locate, and retrieve responsive records; prepare and communicate fee estimates, prepare records for review and use discretion when applying exceptions for disclosure.
- Prioritize and plan timelines throughout the processing of each file and including OIPC complaint files, to ensure compliance with legislated time frames.
- Instruct FIPPA Clerks, Department Directors and/or third parties on search methods and locations, how to estimate fees, and identifying sensitive information.
- Consult with the FIPPA Clerks, public, other governmental bodies, law firms, members of Council and other elected officials, media and District staff to clarify requests and respond to questions and concerns about the access to information request.
- Administer policies and procedures respecting the collection, use and disclosure of personal information.
- Consult and work collaboratively with Department Directors and Legal, related to sensitive and confidential records.
- Research and interpret legislation to support recommendations to the head of FIPPA for the District, including reviewing OIPC Orders and Guidance Documents.
- Monitor and review corporate information privacy protection practices, identify and report deficiencies and make recommendations to the head of FIPPA for the District to improve practices.
- Assist in the preparation of materials to support the District's response to a privacy or access complaint to the OIPC.
- Plan, prepare and present in-service training programs on information and privacy protection.
- Work collaboratively as a member of the Information and Privacy Team to coordinate, organize and track FOI requests and Privacy Impact Assessment (PIA) file status.
- Perform other related duties as required.

Qualifications

- Completion of a university degree in Public Administration, Law, Information Management, Library or Archival Studies, or a related discipline.

- 3 years of related experience working in the field of records access and/or information privacy protection in a public body
- An equivalent combination of education and experience may be considered.
- Experience with computer based applications including word processing, database, website applications and Adobe Acrobat.

Physical Requirements

Limited physical activity required. Some lifting of (up to) 10 lbs boxes and occasional use of step-ladder is required generally for access and maintenance of the Division's file system. Required long periods of sitting and focus/concentration.

Working Conditions

Works in an office environment.