



Corporate Access and Privacy Analyst

DEFINITION

This is a professional, semi-independent, level of work related to the assessment and response to access to information requests.

The Corporate Access and Privacy Analyst classification is the initial point of analysis for routine requests to access information received under the *Freedom of Information and Protection of Privacy* (FOIP) Act and other compliance activities specific to access to information requests. This classification is responsible to support and ensure the City meets the requirements of the FOIP Act and the City supports the principle of open information access.

A primary focus of this classification is the analysis and response of incoming requests for access to information received under the FOIP Act. This is achieved through its delegated authority by City Administration Bylaw procedures and the City FOIP Delegation Order.

Decisions by the Corporate Access and Privacy Analyst are rendered using a thorough understanding of legislation, Orders by the OIPC, case law, policy, and best practices. These decisions are made pursuant to the City's FOIP Delegation Order and cannot be overridden by the City's Executive Leadership Team, Law Branch, or other senior leaders within the City.

This classification works to resolve access to information requests by possessing a demonstrated, well developed, knowledge of the FOIP Act, legal interpretations issued by the Office of the Information and Privacy Commissioner (OIPC) and adherence to internal procedures. Work of this classification may apply exceptions to disclosure as prescribed in the FOIP Delegation Order.

This classification provides routine advice regarding access to information requests to business areas which may include a wide range of staff; entry level to senior leadership. This classification independently makes decisions. Decisions falling outside typical processes and procedures and issues that are potentially politically sensitive or contentious in nature would be escalated to a superior.



Corporate Access and Privacy Analyst

TYPICAL DUTIES *

Receives and processes requests by defining the clarity and scope of request; determining location and responsiveness of records, consulting with business areas to inform decisions on disclosure in accordance with the FOIP Act.

Determines what information will be withheld and what information will be released through application of exceptions to disclosure. This entails reviewing records, legislation, internal procedures, previous mediation files with the OIPC, OIPC Orders, and orders of other jurisdictions.

Conducts legislated consultations with third parties which may include vendors, contractors, organizations, businesses and other public bodies in accordance with the FOIP Act to determine if sufficient rationale has been provided to withhold the records.

Provides written submissions to the OIPC to explain how and why exceptions of the Act were applied. May also involve correspondence and communication with the OIPC regarding appeals by third parties.

Explains interpretation and process changes from the OIPC to business areas across the organization.

Issues decisions using rules related to orders from the OIPC and closes of inquiry files.

Provides advice to business areas regarding the access to information process and internal procedures.

Prepares submissions and responses to the OIPC for access to information cases reviewed by the OIPC.

Conducts research for Council reports, policy, directives, standards and guidelines as directed.

Prepares fee estimates and written recommendations regarding fee waivers to the FOIP Head.

Responds to inquiries from the media, citizens, third parties and other internal and external stakeholders as an access to information applicant.

May determine if collection, use or disclosure is authorized and the extent to which collection, use and disclosure is authorized.



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KNOWLEDGE, ABILITIES AND SKILLS

Demonstrated experience processing access to information requests under Alberta's FOIP Act or equivalent legislation.

Demonstrated experience applying policies and procedures.

Demonstrated ability to communicate verbally and in writing with preciseness and accuracy.

Demonstrated ability to commit a high degree of attention to detail.

Demonstrated ability to use tact and diplomacy to ensure rules and regulations are appropriately followed and knowledge to apply firmness, impartiality and good judgement.

Demonstrated organizational and time management skills.

Demonstrated ability to work independently and as appropriate make decisions on issues that may be sensitive, time sensitive and or confidential.

Demonstrated ability to critically analyze issues to make decisions, recommend viable and effective solutions and summarize and manage information.

Demonstrated customer service skills.

Demonstrated experience using electronic resources, systems, and applications.

Demonstrated research and analysis skills.

Demonstrated ability to keep sensitive information confidential.

Demonstrated ability to meet and deal effectively with citizens, media, third parties and other internal and external stakeholders

Demonstrated ability to communicate verbally and in writing with preciseness and accuracy.

Demonstrated understanding of a political environment and possess strong political acumen to manage those sensitivities.

Demonstrated experience performing research, and analysis of written materials.

Demonstrated adaptability to manage changing priorities, complex information and issues in a timely manner.

Demonstrated ability to work independently and on a team.



Corporate Access and Privacy Analyst

Demonstrated project coordination skills including an understanding of applicable methods and techniques.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University Degree in Information Studies, Public Policy, Archives Studies, Library Studies, Political Studies or a relevant discipline with minimum of two (2) years of directly related, progressively responsible experience.

Equivalencies include:

A related two-year diploma with four (4) years experience; a related one-year certificate with a minimum of five (5) years related experience; or a minimum of six (6) years of related experience.

Information Access and Protection of Privacy (IAPP) certificate or equivalent from the University of Alberta, a recognized post secondary institution or a recognized professional association is an asset.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3399	3400	3404	3405
Grade	018	014	020	013



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Last Updated:	2024-4(quals updated)
Previous Updates:	