

# NorQuest College ATIA and POPA Delegation Matrix

The delegation matrix (Tables A and B) outlines employees authorized to fulfill responsibilities under the *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA) and supporting regulations. These enactments assign authority to the head of the public body—at NorQuest College, the President and CEO—who may delegate duties to others via a written delegation matrix. This document summarizes the delegated sections of the Acts and regulations, and specifies which employee positions are responsible for administering them. It ensures clarity and accountability in compliance with legislative requirements, supporting effective governance and operational transparency across the College.

## A. Delegation and Assignment of Responsibility Table: ATIA

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (provide title(s) – specific or generic)
<b>Obtaining Access to Records</b>				
Authority to disregard requests	9(1)		X	
Authority to declare request abandoned	10(1)		X	
Authority to grant continuing request	11(2)		X	
Duty to assist applicants	12(1)			All NorQuest staff
Duty to provide access	12(2)			All NorQuest staff
Authority to decide on content of response/ grant or refuse access	14 & 15(1)		X <sup>1</sup>	
Authority to refuse to confirm or deny the existence of a record	14(2)		X <sup>1</sup>	
Authority to decide how access will be given	15 Regulation 6		X	
Authority to extend time limit	16(1-5, 10)		X	
Authority to transfer a request for access	17		X	
<b>Exceptions to Disclosure</b>				
Authority to withhold information harmful to business interests of a third party	19		X <sup>1</sup>	
Authority to withhold information harmful to personal privacy	20		X <sup>1</sup>	

<sup>1</sup>With the advice of the office of the record (VP of the portfolio)

<sup>2</sup>With the advice of the Compliance Consultants

<b>Duty, power or function of head</b>	<b>Section reference</b>	<b>Retained by head</b>	<b>Delegated to Compliance Consultant</b>	<b>Delegated to other person(s)</b> (provide title(s) – specific or generic)
Authority to withhold information harmful to individual or public health or safety	21		X <sup>1</sup>	
Authority to withhold confidential evaluations	22		X <sup>1</sup>	
Authority to withhold information harmful to law enforcement	23		X <sup>1</sup>	
Authority to withhold information harmful to workplace investigations	24		X <sup>1</sup>	Vice-President, People and Culture
Authority to withhold disclosure and complainant information	25		X <sup>1</sup>	
Authority to withhold information harmful to intergovernmental relations	26		X <sup>1</sup>	
Authority to withhold Cabinet confidences	27		X <sup>1</sup>	
Authority to withhold local public body confidences	28		X <sup>1</sup>	
Authority to withhold advice from officials	29		X <sup>1</sup>	
Authority to withhold information harmful to economic interests of a public body	30		X <sup>1</sup>	
Authority to withhold testing procedures, tests and audits	31		X <sup>1</sup>	
Authority to withhold privileged information	32(1-2)		X <sup>1</sup>	Designated External Corporate Counsel
Authority to withhold information harmful to conservation of heritage sites or endangered species	33		X <sup>1</sup>	
Authority to withhold information that is or will be available to public	34		X <sup>1</sup>	
<b>Third Party Intervention</b>				
Duty to give third party notice	35		X	
Authority to decide whether to give access to third party information	36(1)		X	
Duty to give notice of decision	36(3-6)		X	

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<sup>2</sup>With the advice of the Compliance Consultant

Duty, power or function of head	Section reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (provide title(s) – specific or generic)
<b>Public Health and Safety</b>				
Authority to disclose information in public interest when it pertains to a risk of significant harm to the environment or to the health or safety of the public	37(1)	X <sup>1,2</sup>		Emergency Operations Centre CARE Committee Manager of Wellness
Authority to disclose information in public interest when it pertains to any other public interest matter	37(1)	X <sup>1,2</sup>		
Duty to give notice to third party, Commissioner	37(3-4)		X	
<b>Reviews and Complaints</b>				
Authority to ask the Commissioner for advice	49(1)		X	
Duty to discharge burden of proof	63		X <sup>1</sup>	
Duty to comply with Commissioner's Order	66	X <sup>1,2</sup>		
<b>General Provisions</b>				
Authority to specify categories of records available without formal request and require a fee	90		X	Divisional head of record responsible for the dissemination of information <sup>1,2</sup>
Duty to make manuals available	91		X	
<b>Fees</b>				
Authority to assess and collect fees	96		X	
Authority to waive fees	96(5)	X <sup>2</sup>		
Duty to give notice of decision to grant or refuse waiver request	96(6-7)		X	

### Delegation Table B Approval

Title	Name / Signature	Date
President & CEO, NorQuest College		

<sup>1</sup>With the advice of the office of the record (VP of the portfolio)

<sup>2</sup>With the advice of the Compliance Consultant

## B. Delegation and Assignment of Responsibility Table: POPA

Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (Provide title(s) – specific or generic)
<b>Collection, Accuracy and Retention of Personal Information</b>				
Ensuring authorized purpose of collection	4		X <sup>1</sup>	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring proper collection and notification of personal information	5			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring accuracy of personal information	6(a)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Applying retention standards	6(b)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Authority to decide on requests for correction of personal information	7(3)		X	
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(4-7)		X	
Authority to transfer a request for correction	8		X	
<b>Protection of Personal Information</b>				
Duty to define reasonable security requirements the protection of personal information, data derived from personal information, and non-personal data	Regulation (MIN) 2, 3			Digital Security <sup>2</sup>

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Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (Provide title(s) – specific or generic)
Duty to ensure protection of personal information	10(1)			Divisional head of record responsible for the collection and use of personal information <sup>1, 2</sup>
Duty to notify the affected individual when there exists a significant risk of harm	10(2) Regulation (MIN) 4		X	
<b>Use and Disclosure of Personal Information</b>				
Assuring appropriate uses	12			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring proper disclosures of personal information	13 (May be different for each provision)			
Disclosing if not an unreasonable invasion of third party's personal privacy	13(1)(a)		X	
Disclosing for original or consistent purpose	13(1)(b)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing after individual consents	13(1)(c)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to comply with enactment of Alberta or Canada or treaty, arrangement or agreement made under enactment	13(1)(d)		X <sup>1</sup>	

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<sup>2</sup>With the advice of the Compliance Consultant

Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (Provide title(s) – specific or generic)
Disclosing in accordance with enactment of Alberta or Canada that authorizes or requires disclosure	13(1)(e)		X <sup>1</sup>	
Disclosing to comply with subpoena, warrant or court order	13(1)(f)		X <sup>1</sup>	
Disclosing where necessary for employee of public body or member of Executive Council to perform duties	13(1)(g)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing where necessary for delivery of common or integrated program or service (CIPS)	13(1)(h)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to enforce legal right of Government of Alberta or public body	13(1)(i)	X <sup>1,2</sup>		
Disclosing to collect debt or fine or make payment	13(1)(j)			Vice President, Administration & Chief Financial Officer <sup>2</sup>
Disclosing to determine or verify eligibility for program or benefit	13(1)(k)			Divisional head of record responsible for the collection and use of personal information
Disclosing for audit purposes, including Auditor General and other prescribed persons	13(1)(l)			Vice President, Administration & Chief Financial Officer
Disclosing to persons who are employees of a public body, to carry out a financial or other formal and systematic examination or review of a program or activity, as sanctioned by statute, regulation or public policy	Regulation 3			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>

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<b>Duty, power or function of head</b>	<b>Section Reference</b>	<b>Retained by head</b>	<b>Delegated to Compliance Consultant</b>	<b>Delegated to other person(s)</b> (Provide title(s) – specific or generic)
Disclosing to Member of Legislative Assembly to assist individual	13(1)(m)		X	
Disclosing to bargaining agent acting on behalf of employee	13(1)(n)		X	Designated External Corporate Counsel <sup>2</sup>
Disclosing to Provincial Archives of Alberta	13(1)(o)		X	
Disclosing to assist investigation	13(1)(p)			Emergency Services Consultant
Disclosing so that a partner, relative, or friend of a deceased individual may be contacted	13(1)(r)		X	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to the surviving spouse or partner, if not an unreasonable invasion of the deceased's privacy	13(1)(s)		X	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing in accordance with research or statistical purposes	13(1)(t)		X	Dean of Research <sup>1</sup>
Disclosing in accordance with archival research purposes	13(1)(t)		X	Manager of Information, Risk and Compliance
Disclosing for in a proceeding before a court or quasi-judicial body to which the Government of Alberta or a public body is a party	13(1)(u)			Designated External Corporate Counsel
Disclosing to when disclosure is by the Minister of Justice or an agent or lawyer of the Minister of Justice to a place of lawful detention	13(1)(v)			Designated External Corporate Counsel

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<sup>2</sup>With the advice of the Compliance Consultant

Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (Provide title(s) – specific or generic)
Disclosing to manage or administer personnel	13(1)(w)			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Disclosing to enforce a maintenance order	13(1)(x)		X	
Disclosing to officer of the Legislature where necessary to carry out duties	13(1)(y)		X <sup>1</sup>	
Disclosing for supervision of individual under control of correctional authority	13(1)(z)		X <sup>1</sup>	
Disclosing when information available to the public	13(1)(bb)			Divisional head of record responsible for the collection and use of the information <sup>2</sup>
Disclosing to protect individual or public safety	13(1)(cc)	X <sup>1,2</sup>		
Disclosing to administrator of <i>Motor Vehicle Accident Claims Act</i>	13(1)(dd)		X	
Post-secondary educational body only: disclosing alumni information for its own fund-raising activities and administering disclosure agreements	13(2)			Director of Advancement Services <sup>2</sup>
Post-secondary educational body only: disclosing teaching and course evaluations	13(3)		X <sup>1</sup>	
Disclosing for research and statistical purposes and for administration of research agreements	15			Dean of Research
Researcher agreements	Regulation 4			Dean of Research
Disclosing information within archives	16		X <sup>1</sup>	Manager of Information, Risk and Compliance

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Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (Provide title(s) – specific or generic)
<b>Non-personal data</b> <b>Data Matching and Data Derived from Personal Information</b>				
Assuring appropriate purposes of data matching	17			Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Assuring appropriate use and disclosure of data derived from non-personal data	18, 19		X <sup>1</sup>	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Ensuring protection of data derived from personal information	20		X <sup>1</sup>	Manager of Information, Risk and Compliance Digital Security
Assuring appropriate creation and maintenance of non-personal data	21 Regulation (MIN) 5(1)		X <sup>1</sup>	
Assuring appropriate use and disclosure of non-personal data	22, 23 Regulation (MIN) 5(2)		X <sup>1</sup>	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>
Ensuring protection of data derived from non-personal data	24		X <sup>1</sup>	Manager of Information, Risk and Compliance Digital Security
<b>Privacy Management Programs and Privacy Impact Assessments</b>				
Privacy management program	25		X	
Privacy impact assessments	26		X <sup>1</sup>	Divisional head of record responsible for the collection and use of personal information <sup>2</sup>

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Duty, power or function of head	Section Reference	Retained by head	Delegated to Compliance Consultant	Delegated to other person(s) (Provide title(s) – specific or generic)
<b>Reviews and Complaints</b>				
Authority to ask the Commissioner for advice	28		X	
Duty to comply with orders	44	X <sup>1,2</sup>		
<b>General Provisions</b>				
Delegation by head of public body	55	X		
Duty to publish a directory of the body's personal information banks and keep it current	57(2, 5)		X	
Duty to record uses or disclosures of personal information not included in directory	57(4)		X	

<b>Delegation Table B Approval</b>		
Title	Name / Signature	Date
President & CEO, NorQuest College		

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