



## BCCMB Standard Operating Procedure.

### Subject: Requests for information or data created or held by the BCCMB.

The BCCMB will exercise its discretion to provide information on an individual basis and will not be obligated to do so beyond what is required under Freedom of Information legislation.

Factors that will be used to determine whether requests will be accommodated will include:

- The availability of the information that has been requested.
- The level of sensitivity or confidentiality of the information that has been requested.
- Due consideration of the requirements of Provincial and Federal Privacy legislation. This may include seeking the advice of Board council that may delay release of the requested material.

The Board will, whenever possible limit the distribution of requested information to the party that requested it.

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