



Saskatchewan Information and Privacy Commissioner Portfolio Officer

Position Summary:

This position reports to the Director of Compliance and is responsible for the examination and resolution of diverse access to information and privacy issues arising from *The Freedom of Information and Protection of Privacy Act* (FOIP), *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP), and *The Health Information Protection Act* (HIPA). As a Portfolio Officer, you will monitor compliance with the Acts, mediate between individuals and public sector organizations and health trustees on access and disclosure issues; and generally uphold the access and privacy rights of Saskatchewan residents. You will also promote public awareness through accessible education programs.

Primary Responsibilities:

Reporting to the Director of Compliance, this position:

- Responds to requests for summary advice concerning access, privacy and health information and the applicable legislation (FOIP, LA FOIP and HIPA) for the purpose of meeting the Office of the Information and Privacy Commissioner (OIPC) statutory mandate defined in each of those three instruments. This may involve referrals to other agencies, or non-binding summary advice.
- Assists the Commissioner in investigating complaints and reviews of individuals who either (a) seek personal information or general information from government institutions, local authorities or health information trustees or (b) seek redress for breach of privacy by one or more of those bodies in order to achieve a resolution. The purpose is to meet the OIPC statutory mandate defined in each of those relevant statutes.
- Manages a constantly changing caseload of complaints and access request reviews and works to resolve informally through mediation to the satisfaction of both parties (applicant/complainant and institution, local authority or trustee) or, if not successful, completes analysis, undertakes research and drafts reports for the Commissioner's consideration and publication on the OIPC website.
- Undertakes reviews and investigations by advising the parties involved as to the requirements of the OIPC and, when necessary, attends at premises of public body to search records and interview employees.



Saskatchewan Information and Privacy Commissioner Portfolio Officer

Primary Responsibilities (cont'd):

- Develops and delivers educational workshops and training sessions for public sector employees or health sector employees and the public on a variety of topics within the mandate of the OIPC.
- Undertakes research into access and privacy issues and information communication technologies to ensure high quality advice to public bodies.
- Acts in the place of the Commissioner when requested by the Commissioner to do so other than those statutory duties that cannot lawfully be delegated. This might include attending meetings with public sector officials or undertaking a presentation or speaking at a conference in place of the Commissioner.

Salary:

This position is classified as an out-of-scope MCP 7 with a salary range of \$5,962 - \$7,752 per month (\$71,544 - \$93,024 annually).

This is an Order-in-Council appointment.