

# THIRD-PARTY INFORMATION REQUESTS

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## INTRODUCTION

The Board's quasi-judicial role requires both the appearance and fact of impartiality. The Board also handles information affecting many employees and employers that must remain confidential. Finally, the Board is subject to the [Freedom of Information and Protection of Privacy Act](#) which requires the Board to do its utmost to safeguard the personal information in our care while providing the public reasonable access to our records. Achieving these multiple and conflicting goals is difficult. This policy discusses requests for:

- information about Board processes;
- information or comment on matters before and decisions of the Board;
- information contained in the Board's microfiche; and
- other information.

## INQUIRIES ABOUT BOARD PROCESSES

The Board routinely makes available to the public information about Board processes. This information is contained in the practitioner's manual, [A Guide to Alberta's Labour Relations Laws](#), and information bulletins as well as residing on our website. Board staff also meet with members of the public as well as employer and union representatives to explain our processes. These meetings may include providing copies of relevant publications.

## MATTERS BEFORE & DECISIONS OF THE BOARD

The Board currently makes available a list of active certificates and current applications before the Board (including the names of the parties), a hearing schedule, and published decisions of the Board. The Board **does not comment** on matters before the Board or its decisions. Direct inquiries to the Director (or Manager) of Settlement. Normally, the Director refers the inquirer to our published resources for information and to the parties for comment. The Board does not release records relating to current applications, including the contents of process files.

## INFORMATION IN THE BOARD'S MICROFICHE COLLECTION

The Board has a large collection of documents available on microfiche. This information includes stripped copies of old process files. See: [[Closing and Stripping Files, Chapter 9\(b\)](#)]. It is the Board's policy to grant access to these files, where appropriate, to researchers. Although the Board routinely strips information about union support from these files to protect individuals, it is possible these files contain third-parties' personal information. It is therefore necessary for researchers to sign researcher agreements as provided for in the [FOIPP Act](#).

## **OTHER INFORMATION REQUESTS**

The Board is subject to the [Freedom of Information and Protection of Privacy Act](#) but access to information through FOIPP should be a last resort for the public. The Board will disclose information upon request. See: [[Access to Information, Chapter 5\(b\)](#)]. Any such disclosure should be consistent with the privacy provisions of FOIPP. See: [[Protection of Privacy, Chapter 5\(c\)](#)]. Further, any disclosure must not reveal confidential information or interfere with Board processes. When there are a number of similar requests, the Board endeavours to regularly publish that information in either print or electronic form.

If a staff member is aware that an individual is considering making an official request, notify the Manager of Administrative Services (who is our FOIPP Coordinator) or the Legal Counsel (if the Manager is not available) of the type of information being sought and contact information for the person making the request. This will enable the Board to attempt to provide the non-confidential information without resort to FOIPP with its fees and deadlines. When a formal request does come in, it must immediately be forwarded to the Manager of Administrative Services for processing, as there are very stringent timelines for response.