



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## OTHER POLICY

### 3.0 OTHER

#### 3.01 DEVELOPMENT OF POLICY

##### **Purpose**

To outline the process by which policy is developed in the Information and Privacy Commissioner's office.

##### **Application**

This applies to all policy in the office but does not necessarily apply to procedures which are covered in other documents such as Procedure manuals, etc.

##### **Policy**

Policy when first drafted will be placed in the OIPC drive \IPC Policy Manual NEW\DRAFT Policies. An email will be sent to staff advising that the draft policy exists and it will be considered at the next Monday staff meeting. At that meeting, initial input will be obtained and general feedback given. Necessary changes will be made and the "draft" policy will be re-circulated to staff to be discussed at the follow Monday staff meeting. At that meeting, further input will be sought and the policy will be either further revised or declared final by the Commissioner. The final policy will then be placed in the OIPC N:\IPC Policy Manual NEW\FINAL Policies and dated the day it is declared final. If the finalized policy replaces an earlier policy, it will be marked as "UPDATED " in the footer of the policy and the former policy will be put in a sub-folded entitled "REPLACED".

Once a draft policy is reviewed staff are free to begin applying that policy in principle knowing that details may still have to be worked out.

If a policy is approved but later cancelled, the policy will be moved to a sub-folder entitled "REPLACED" and the word "REPLACED" placed in the footer along with the date of cancelation.

Updated or amended policies will be filed with the Board of Internal Economy after December 31 and June 30<sup>th</sup> of each year.

Policy should be drafted with a view that in due course the policy will be placed on the IPC website.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*