

Protection of Privacy Act
Board of Governors of the Northern Alberta Institute of Technology
(NAIT)
Delegation Tables

Delegation Table: Provisions of the *Protection of Privacy Act* (POPA) and Regulation for which Delegation of Authority Should be Considered

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Collection, Correction, Protection of Personal Information				
Authority to set aside collection requirements	5(3), (4)			Delegated to Associate Dean or Director of affected business unit Consult with: - ATI Coordinator - General Counsel
Authority to decide on requests for correction of personal information	7(1)		X	
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(3), (4), (5)		X	
Duty to give notice to individual requesting correction	7(7)		X	
Authority to transfer a request for correction	8		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Duty to ensure protection of personal information by making reasonable security arrangements	10(1) Regulation (MIN) 2, 3			Delegated to Chief Information Security Officer Consult with ATI Coordinator
Duty to notify the affected individual when there exists a significant risk of harm arising from the loss of, unauthorized access to, or unauthorized disclosure of personal information	10(2) Regulation (MIN) 4		X	Consult with: - Associate Dean or Director of affected business unit - Chief Information Security Officer - General Counsel
Duty to ensure protection of data derived from personal information	20			Delegated to Chief Information Security Officer Consult with ATI Coordinator
Duty to ensure protection of data derived from non personal data	24			Delegated to Chief Information Security Officer Consult with ATI Coordinator.
Use and Disclosure of Personal Information				
Establishing rules for electronic consent	Regulation 2(4)(a)	X		Delegated pursuant to <i>GE 1.0 Policy Development</i> , as such may be revised from time to time
Establishing rules for oral consent	Regulation 2(5)(a)	X		Delegated pursuant to <i>GE 1.0 Policy Development</i> , as such may be revised from time to time
Authority to disclose to guardian of a minor	54(1)(e)		X	Consult with General Counsel

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Authority to disclose to relative or adult interdependent partner of deceased individual	13(1)(s)		X	Consult with General Counsel
Authority to disclose to avert imminent danger to health or safety	13(1)(cc) Regulation 1(1)(b)			Delegated to Associate Dean or Director of affected business unit Context and time dependent, consult with (in order of priority): 1. NAIT Protective Services 2. General Counsel 3. Dean or Associate Vice President of affected business unit 4. ATI Coordinator
Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements	15		X	Consult with: - Associate Dean or Director of affected business unit - Chief Information Security Officer - Research Ethics
Authority to prepare and, if required by the regulations, submit to the Commissioner privacy impact assessments	26, Regulation (MIN) 7		X	Consult with: - Associate Dean or Director of affected business unit - Chief Information Security Officer - General Counsel

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Office of the Information and Privacy Commissioner: Reviews and Complaints				
Authority to ask for Commissioner for advice	28(1)		X	Consult with General Counsel
Authority to require Commissioner to examine original record on site	29(4)		X	Consult with: - Associate Dean or Director of affected business unit - General Counsel
Right to make representations to the Commissioner	41(6), (8)		X	
Duty to comply with Commissioner's Order	44	X		Consult with General Counsel
General Provisions				
Duty to publish a directory of the body's personal information banks and keep it current	57(2), (5)			Delegated to Data Governance Manager
Duty to record uses or disclosures of personal information not included in directory	57(4)			Delegated to Data Governance Manager

Delegation Table: Administrative Responsibilities in the *Protection of Privacy Act* and Regulation that May be Assigned.

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Collection, Correction, Protection of Personal Information				
Establishing and maintaining technical and administrative controls over the collection, use and disclosure of personal information	2(a)			Delegated to Chief Information Security Officer Consult with ATI Coordinator
Authorizing routine correction of personal information	2(b)		X	
Ensuring authorized purpose of collection	4			Delegated to Associate Dean or Director of affected business unit Consult with ATI Coordinator
Ensuring proper collection and consent notification	5			Delegated to Associate Dean or Director of affected business unit Consult with ATI Coordinator
Ensuring accuracy of personal information	6(a)			Delegated to Associate Dean or Director of affected business unit Consult with ATI Coordinator
Applying retention standards	6(b)			Delegated to Associate Dean or Director of affected business unit Consult with ATI Coordinator

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Use and Disclosure of Personal Information				
Ensuring appropriate use or disclosure of personal information	12, 13			Delegated to Associate Dean or Director of affected business unit Consult with ATI Coordinator
Ensuring data matching is constrained to approved purposes.	17			Delegated to Chief Information Security Officer Consult with: - ATI Coordinator - Data Governance Manager
Ensuring use of data derived from personal information is constrained to approved purposes.	18			Delegated to Chief Information Security Officer Consult with: - ATI Coordinator - Data Governance Manager
Ensuring disclosure of data derived from personal information is constrained to approved purposes.	19			Delegated to Chief Information Security Officer Consult with: - ATI Coordinator - Data Governance Manager
Ensuring creation of non personal data is constrained to approved purposes.	21 Regulation (MIN) 5(1)			Delegated to Chief Information Security Officer Consult with: - ATI Coordinator - Data Governance Manager

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to or in consultation with (provide title(s) – specific or generic)
Ensuring use and disclosure of non-personal data is constrained to approved purposes.	22, 23 Regulation (MIN) 5(2)			Delegated to Chief Information Security Officer Consult with: - ATI Coordinator - Data Governance Manager

Confirmation of Delegation

In effect as of June 11, 2025, the foregoing delegation tables are made pursuant to Section 55 of the *Protection of Privacy Act*, SA 2024, c P-28.5 (as may be amended or replaced from time to time) (the “**Act**”). The delegation tables constitute the formal delegation by the President, as chief officer and head of the Board of Governors of the Northern Alberta Institute of Technology (“**NAIT**”), of the powers, duties, and functions of the head of a public body under the Act to the position(s) identified herein (each, a “**Designate**”).

Each Designate may further subdelegate such delegated powers, duties, or functions to persons within their respective units or departments; however, a Designate remains fully responsible and accountable to the President for the proper exercise of all delegated authority, including authority exercised by any subdelegate.

A change in the title of any Designate identified in these delegation tables shall not, in and of itself, affect the validity, scope, or continuity of that delegated authority. For interpretation of these tables, the new title shall be deemed to replace the retired title without need for amendment. However, where the substantive duties, functions, or decision-making responsibilities of a Designate’s position are materially changed, the delegation associated with that position shall be subject to review and, where appropriate, amendment.

The delegation of such powers, duties, or functions of the head of the public body under the Act as described herein shall remain in effect until a president of NAIT, who has been duly appointed under Section 81(1) of the *Post-Secondary Learning Act*, SA 2003, c P-19.5 (as may be amended or replaced from time to time), otherwise amends or revokes such delegation.

These delegation tables shall also serve as NAIT’s source of truth for the prior delegation of substantially similar powers, duties, and functions of the head of a public body under the now repealed *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.



Laura Jo Gunter, President and CEO
Board of Governors of the Northern Alberta
Institute of Technology