

## ***Freedom of Information and Protection of Privacy Act*** **Severing Cheatsheet**

### **Section 12 – Cabinet and Local Body Confidences**

*Information that would reveal the substance of deliberations of Executive, including any advice, recommendations, policy considerations or draft legislation/regulations*

### **Section 13 – Policy Advice or Recommendations**

*Information that would reveal advice or recommendations developed by or for a public body or a minister*

### **Section 14 – Legal Advice**

*Information that is subject to solicitor-client privilege*

### **Section 15 – Disclosure harmful to law enforcement**

*Information that is the disclosure could reasonably be expected to harm a law enforcement matter (see section for specifics). Often used for (1) harm the security of any property or system, including a building, a vehicle, a computer system or a communications system.*

### **Section 16 – Disclosure Harmful to Intergovernmental Relations/Negotiations**

*Disclosure would harm relations between the Government of BC and the Government of Canada, a province within Canada, a municipal/regional government, an aboriginal government, a foreign government, or an international organization of states*

### **Section 17 – Disclosure Harmful to the Financial/Economic Interests of the Public Body**

*Disclosure could reasonably be expected to harm the financial/economic interests or the ability of government to manage the economy*

### **Section 18 - Disclosure harmful to the conservation of heritage sites, etc.**

*Disclosure could reasonably be expected to result in damage to, or interfere with the conservation of, fossil sites, natural sites or sites that have an anthropological or heritage value*

### **Section 19 – Disclosure Harmful to Individual/Public Safety**

*Including personal information about the applicant if disclosure could threaten anyone else's safety/mental/physical health or interfere with public safety*

### **Section 20 – Information that will be Published/Released within 60 Days**

*If information is available for purchase by the public or that within 60 days of the request is to be published/released to the public*

### **Section 21 – Disclosure Harmful to Business Interests of a Third Party**

*Information that would reveal secrets/information of a third party, that is supplied in confidence, and that disclosure can be expected to harm third party*

### **Section 22 – Disclosure Harmful to Personal Privacy**

*Personal information that is an unreasonable invasion of a third party's personal privacy*

### **Section 22.1 – Disclosure of Information Relating to Abortion Services**

*Lawful medical services for the termination of pregnancy*

## **Exceptions to Disclosure**

"Mandatory exception" of the Act means a compulsory exclusion to a general right of access which prohibits the head of a public body from disclosing certain types of information. There are three mandatory exceptions in the Act:

**SECTION 12** - Cabinet and local public body confidences

**SECTION 21** - Disclosure harmful to business interests of a third party

**SECTION 22** - Disclosure harmful to personal privacy

"Discretionary exception" is a non-obligatory exclusion to a general right of access which requires the head of the public body to use his or her judgement in deciding whether or not to withhold requested information. The head must show that relevant factors were considered in making the decision. There are eight discretionary exceptions in the Act:

**SECTION 13** - Policy advice or recommendations

**SECTION 14** - Legal advice

**SECTION 15** - Disclosure harmful to law enforcement

**SECTION 16** - Disclosure harmful to intergovernmental relations or negotiations

**SECTION 17** - Disclosure harmful to the financial or economic interests of a public body

**SECTION 18** - Disclosure harmful to the conservation of heritage sites, etc.

**SECTION 19** - Disclosure harmful to individual or public safety

**SECTION 20** - Information that will be published or released within 60 days

## Canvassing smartphones for SMS/Text messages in response to FOI requests

This guide is intended for Android, iPhone, BlackBerry, and Windows smartphones. Instructions for each phone can be found on the following appendix pages.

1. Determine what type of phone you use as your mobile work device.
  - a. If you do not use SMS for government business, or do not have a government-issued phone, prepare a "No Records" response. Your analyst will assist in providing standard wording.
2. Search responsive text message and identify potential records.
  - a. If you do not have records, prepare a "No Records" response, and provide your analyst with an explanation as to why no records exist
    - i. Suggested Wording: *The Ministry did not locate records because there were no responsive SMS messages for the specified time period.*
3. Scroll to the beginning of the SMS conversation containing responsive records, and make a screenshot. This process is different for each phone, and instructions are provided at the end of this guide.
  - a. On an Android phone, see A) below
  - b. On an iPhone, see B) below
  - c. On a blackberry, see C) below
4. Repeat Step 3 until all responsive records are captured. Repeat for all responsive SMS conversations.
5. Export screenshots to desktop by accessing your phone's photo directory.
  - a. Open your email program and attach each image from your phone's image directory. Email to yourself at your "gov.bc.ca" email address.
  - b. Should you have difficulty attaching the images, they may also be opened and attached to emails individually by opening the individual screenshot selecting "share" and then "share to email."
  - c. Advanced users may connect their phone to their computer. Open your mobile device in Windows Explorer and select the responsive screenshots from your phone's photo directory. Drag and drop the images to a temporary folder on your desktop.
6. Combine screenshots into a single PDF record using the "Combine Supported files in Acrobat" function of Adobe Acrobat. Ensure order of SMS messages is maintained.

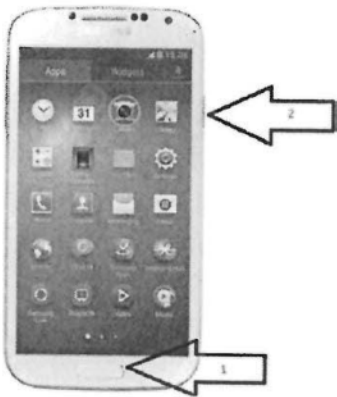
.../2

## Appendix – How to Screenshot an image on your phone

### A) Android:

1. Depending on the model of your phone, either hold both the “Home” button and the Power button at the same time, or hold down the “Home” and “Volume Down” button at the same time. The phone will indicate the screenshot was saved.
2. The screenshot will be saved to your “Gallery” app (which could be named “Photos,” depending on the model of your phone).

Example: Samsung Galaxy 6S



### B) iPhone:

1. Hold down the “Home” and Power button at the same time. The phone will flash to indicate the screenshot was saved.
2. The screenshot will be saved to your “Camera Roll” or “Photos” depending on your iOS version.

Example: iPhone 6



### C) BlackBerry phone:

1. **Press both the Volume Up and Volume Down keys (on the right side of the device) at the same time.** The phone will click to indicate the screenshot was saved.
2. Your screenshot will be saved to the Camera folder on your device. To find the folder, open File Manager. The screenshots are stored in the Camera folder on your device.

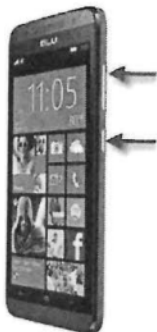
#### Example: BlackBerry 10



### D) Windows Phone:

1. For devices running Windows Phone 8 OS, hold the **power button** and then press the **Windows key**.
2. For Windows Phone 8.1 or 10, **press and hold Power and Volume Up simultaneously.**
3. The screenshot will be stored in a "Screenshots" album in the photos.

#### Exampe: Blu Windows Phone



## Stakeholder checklist

For the purposes of planning events or tour stops, it doesn't make sense to think of stakeholders as a 'notification' check box. Instead, consider how you wish to engage with them before, during and after your events or tour stops.

### *Define your goals:*

- Make an announcement showing government's impact
- Gather information about issues in a region or share information about government's work
- Meet new people or deepen existing relationships

### *Before you go:*

- Consult your stakeholder list for relevant groups in the region you intend to visit
- Consult with your correspondence CLIFF to see if there are people who have reached out to your ministry in the regions you intend to visit (depending on your ministry this will make more or less sense depending on the volume and nature of correspondence you receive)
- Check with SR team for opportunities and co-ordination on relationships
- Make an assessment on time and ability to maximize opportunities
- If media is involved in the trip, are you meeting with anyone local first?

### *Determine the level of engagement that is desirable with stakeholder groups, or people who have written you.*

- Should you notify any of your stakeholders that you are coming to their area?
- Is there an opportunity to invite them to join you at a stop? Could they bring new people with them to create opportunities for new relationships?

### *After you go:*

- Did someone send a thank you note?
- Did you meet new people? If so, did you track their contact information?
- Did you pass along relevant contacts to other ministries/PO?
- If photos were taken, did you share them with key contacts like MLAs or stakeholders?
- Even if they aren't in the region you visited (or they couldn't join you), are there opportunities to tell stakeholders about the stop you just made that is relevant to their work

### *Quick tip:*

- If you plan to collaborate with external stakeholders to bring together a stop, it is a good idea to have one lead external contact in the world, and that person should have one internal contact in government who relays that information back to everyone else.

## Outreach & Tour Checklist

<b>Outreach:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> MLA(s) <ul style="list-style-type: none"> <li><input type="checkbox"/> First contact made by who?</li> <li><input type="checkbox"/> How and when?</li> <li><input type="checkbox"/> Provided input on local issues?</li> <li><input type="checkbox"/> Provided input on meetings?</li> </ul> </li> <li><input type="checkbox"/> Federal/Local government notified</li> <li><input type="checkbox"/> Stakeholder outreach plan developed</li> <li><input type="checkbox"/> Appropriate MOs notified?</li> <li><input type="checkbox"/> PO notified?</li> <li><input type="checkbox"/> Tour info sent to: rick.devereux@gov.bc.ca</li> </ul>	<b>Research/Communications:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> GCPE prepping media scan?</li> <li><input type="checkbox"/> Key Messages and Issues?</li> <li><input type="checkbox"/> Correspondence scan?</li> <li><input type="checkbox"/> Executive canvassed for issues/opportunities?</li> <li><input type="checkbox"/> Relevant briefing materials provided?</li> <li><input type="checkbox"/> District profile prepared?</li> <li><input type="checkbox"/> Media availability offered and advisory issued?</li> <li><input type="checkbox"/> Materials/Info provided to PO?</li> </ul>
<b>Event/Tour Staffing:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Which MO staff will attend?</li> <li><input type="checkbox"/> Will ministry staff attend? If so, who?</li> <li><input type="checkbox"/> Will GCPE provide staff?</li> </ul>	<b>Event Planning:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule drafted and approved?</li> <li><input type="checkbox"/> Double check calendar conflicts, in particular Cabinet and Caucus?</li> <li><input type="checkbox"/> Leave approved if necessary?</li> </ul>
<b>Binder:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All briefing materials prepared?</li> <li><input type="checkbox"/> Binder/folder prepared?</li> <li><input type="checkbox"/> Riding profile?</li> <li><input type="checkbox"/> Maps for locations</li> <li><input type="checkbox"/> Bios of stakeholders</li> </ul>	<b>Logistics:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flights booked?</li> <li><input type="checkbox"/> Cars rented?</li> <li><input type="checkbox"/> Hotel booked?</li> <li><input type="checkbox"/> Accessibility questions?</li> <li><input type="checkbox"/> Business cards, camera, recorder</li> </ul>
<b>Follow Up:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photos to GCPE/MLAs/Caucus?</li> <li><input type="checkbox"/> List of media in attendance</li> <li><input type="checkbox"/> Save recordings to shared drive</li> <li><input type="checkbox"/> Issues responded to</li> <li><input type="checkbox"/> Business cards added to stakeholder list</li> <li><input type="checkbox"/> Debrief with Minister/MLA</li> <li><input type="checkbox"/> Social media</li> <li><input type="checkbox"/> Monitor local media</li> </ul>	