

**Freedom of Information Requests  
School District No. 58 (Nicola-Similkameen)**

School District No. 58 (Nicola-Similkameen) is committed to transparency and accountability in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) of British Columbia.

Under FOIPPA, members of the public have the right to request access to records held by the District, subject to limited exceptions and protections for personal privacy.

**How to Make a Request**

Requests for access to records must be made in writing and should clearly describe the records being requested so that the District can identify and locate them.

Requests may be submitted by email, mail, or delivered to the District Office.

Please include the following information in your request:

- Your full name
- Contact information (email, phone number, or mailing address)
- A clear description of the records you are requesting
- The timeframe of the records (if applicable)

**Submit Requests To:**

Mark Friesen - Secretary-Treasurer  
School District No. 58 (Nicola-Similkameen)  
1550 Chapman Street  
PO Box 4100  
Merritt, BC V1K 1B8  
Email: [mfriesen@365.sd.58.bc.ca](mailto:mfriesen@365.sd.58.bc.ca)

**Processing of Requests**

The District will process requests in accordance with the Freedom of Information and Protection of Privacy Act.

Under FOIPPA:

- The District generally has 30 business days to respond to a request.
- In some circumstances, this timeline may be extended as permitted under the Act.
- Fees may apply for extensive searches, preparation of records, or reproduction of documents.

If fees apply, the District will notify the requestor before proceeding. Any fees must be paid in advance.

### **Privacy Protection**

School District No. 58 – Nicola Similkameen is committed to protecting personal information. Records released under FOIPPA may be redacted to remove personal or third-party information in accordance with the Act.

