



COMPLIANCE COORDINATOR

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 sta , the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit www.sd42.ca.

THE OPPORTUNITY COMPLIANCE COORDINATOR

The Compliance Coordinator reports to the Executive Coordinator, with primary responsibility to serve as the first point of contact for privacy related inquiries and requests for access to information and maintain the records management systems for the school district. The Compliance Coordinator provides administrative support to the Executive Coordinator, prepares contracts, reports, correspondence, handles highly confidential documentation and information, plans and organizes events.

RESPONSIBILITIES

1. Serves as the first point of contact for inquiries and requests for access to information, assesses basic needs and refers as appropriate.
2. Provides administrative support for compliance with Freedom of Information and Protection of Privacy Act (FIPPA) and the Office of Information and Privacy Commissioner for British Columbia (OIPC).
3. Receives and tracks all information access requests including consultations from other public bodies and appeals to the OIPC.
4. Continuously reviews all relevant processes to ensure the highest levels of business ethics and contractual terms and conditions are maintained.
5. Maintains the records management systems for the school district and ensures confidentiality is maintained in all matters.
6. Drafts correspondence, reports, privacy impact assessments, and other relevant documentation on behalf of the Secretary Treasurer.
7. Coordinates privacy awareness training delivery by organizing schedules, handling invitations and registrations, room bookings and set up, maintaining training and workshop calendars, and other related duties. Attends and assists in training sessions as required; takes notes and supports group exercises.
8. Reviews contracts and suggests changes to the Secretary Treasurer.
9. Coordinates the collection of records and other evidence for litigation/arbitration.

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