

# Managing and Maintaining Calendars

ATIPP Office

Number 9 | December 2016

This handout is intended to provide guidance to employees who are responsible for managing and maintaining calendars. Good calendar maintenance makes it easier for ATIPP coordinators to process requests involving calendars by ensuring that entries are accurate, clear, concise and do not include unnecessary information, which will reduce the need for redactions.

## General Best Practice

- Avoid using any personal comments in making calendar entries
- Any government business must be shown in the calendar, seven days a week, 24 hours a day
- Only include appointments for one individual – do not include appointments of other people

## Recording Appointments

Calendar appointments should be clear and consistent

- The **subject** of the meeting should be:
  - **clear** – clearly identify the purpose of the meeting as well as who is expected to attend
  - **concise** – avoid unnecessary information as this may lead to unnecessary redactions

**Examples:**

**Concise appointment**

*"Meeting with Sally Johnson, CEO, on Public Engagement"*

- This appointment can likely be released in full

**Appointment with unnecessary details**

*"Meeting with Sally Johnson, CEO, regarding cabinet submission on public engagement for proposed water testing project"*

- In the event of an ATIPP request, this calendar appointment entry would be reviewed to determine whether to redact some of the information. Consultation would also likely be required with Cabinet Secretariat, as this entry involves cabinet information.

- Be **consistent** when entering an appointment – all invited attendees should have the same or similar calendar appointment.
  - Using the Outlook “meeting request function” to schedule meetings is an easy way to ensure that all invited attendees will have the same calendar appointment entered in their calendars.

## Personal Appointments

Personal appointments can include doctor or dentist appointments, children’s events, family birthdays, etc.

- Mark personal appointments **private**
  - If you record personal appointments in your calendar, consider recording them as personal appointments and mark them as “Private” in the Outlook calendar which means that the printed record will simply show “private” but the details of the entry are visible to the calendar owner (or anyone else who has full access to the calendar).

- **Delete** personal appointments after they occur
  - Personal appointments have to be redacted from a calendar in the event of an ATIPP request as they are considered “personal information” under the *Access to Information and Protection of Privacy Act, 2015* (“*ATIPPA, 2015*”) and cannot be disclosed. Deleting personal appointments after they happen eliminates the need for this information to be redacted in an ATIPP request.

**Note:** Only personal appointments should be marked private. Any work-related appointments should not be marked private.

## Keeping Calendars Up to Date

A calendar is meant to show meetings and events that have either occurred or will occur as well as who is expected to attend. To promote accuracy and completeness, the calendar should be kept up to date.

### Consider:

- deleting calendar entries where meetings were scheduled but did not occur or where the calendar owner did not attend
- where someone attended on behalf of the calendar owner, update the calendar to record the names and titles of the individual who attended the meeting on behalf of the calendar owner

## Requests for Calendars

A request for information made under *ATIPPA, 2015* may include calendars of public body employees as well as Ministers.

Calendars are treated as any other type of public body record and are processed accordingly. Calendar entries must be reviewed to determine whether information must be redacted (e.g. personal information, information that falls outside the scope of the Act, such as s.5 records) and to assess any exceptions to disclosure that may apply to information contained within those entries.

For more information on how to process requests involving calendars, please contact the ATIPP Office.