

<b>Policy Type:</b>  Registration	<b>Effective Date:</b> March 29, 2023
<b>Policy Number and Name:</b>  3.5 Access to Records	<b>Revision Date:</b>
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## ***Policy***

This policy ensures all registration applicants have access to information in their file. The Association of Nova Scotia Land Surveyors is committed to protecting the privacy and confidentiality of information it receives or creates while fulfilling its regulatory functions. The Association fulfills this commitment to privacy and confidentiality by complying with its statutory obligations under the Land Surveyors Act.

## ***Procedures***

### **General**

Verified applicants may, upon submitting a written request to the Executive Director, have access to all documents related to their application for registration. No other person may request access without written approval of the applicant.

### **Provision of Records**

Records include all the documents that relate to the application, such as, but not limited to:

- a. Documents provided by the applicant as part of their application.
- b. Documents that describe the regulatory body's rationale for its decision.
- c. Documents related to any assessment of qualifications completed or received by the Association.
- d. Documents related to accommodation requests; and
- e. Documents related to reviews and appeals.

Records held by the Association that are related to the application can be provided by paper or electronically as per the applicant's request.

**Costs and Fees**

Prior to forwarding the records to the applicant, the Association shall confirm the costs incurred in preparing the documents for disclosure, which costs shall include:

- a) Photocopy costs, if any.
- b) Postage costs, if any.
- c) Courier costs, if any; and
- d) A fee to offset the administrative time involved in preparing the documents.

The Association shall advise the applicant of the fee for access to the documents and must receive the fee from the applicant before documents are disclosed.

**Timing**

The Association will make every effort to respond to the requests within 30 days of the request being received by the Association and to assist the individual with understanding the information.

**Amendments to**

An individual shall be able to challenge the accuracy and Records completeness of their personal information and request to have it amended if appropriate.

**Denying Access to**

If the Executive Director is of the opinion that release of any of an applicant's documents may jeopardize the safety of any person, the applicant will be provided only those documents that are not considered to jeopardize the safety of any person. The Executive Director may also redact portions of documents that may lead to the identification of a person who provided information to the regulating body.

In the event that the Association refuses to provide access to all documents it holds related to the applicant's application for registration, the Association will provide reasons for denying access.

**Retention of**

All original documentation submitted to the Association throughout the registration process remains as part of the physical file; therefore, such documents will not be returned regardless of whether an applicant's application is withdrawn, approved, or denied for registration.