


Chapter:	Information Management	Classification:	Public Document
Subject:	General		
For:	Entire Division	 Authorized by Executive Director	


1. Policy

- 1.1 Correctional Services is responsible, in partnership with the Department's Policy and Information Management Division, and in a manner consistent with government and departmental policies, for the management of information throughout its entire lifecycle, regardless of the form it takes. This information management includes
- 1.1.1 what information is collected
 - 1.1.2 how information is organized and used and, where required, communicated
 - 1.1.3 how and to whom it may be communicated and disseminated
 - 1.1.4 where and how it is stored
 - 1.1.5 where required, how and when it is destroyed

2. Authorities

- 2.1 Information may be collected for any purpose consistent with the mandate of Correctional Services, in accordance with section 89 of the *Correctional Services Act* states any employee may obtain and retain information on any individual in custody or under supervision as may be necessary for the purpose of
- 2.1.1 Administering the *Correctional Services Act* or any other enactment relating to the provision of correctional services
- 2.2 Further, section 36 (1) of the *Correctional Services Act* allows that where a probation officer is preparing a report to assist the court in sentencing and reviewing sentences being served by an individual, a probation officer may request from a person any information that person may have in respect of a person who has been convicted by a court and that person must provide the information requested to the probation officer. See also Policy & Procedure Chapter 15: [Court Reports](#).
- 2.3 Notwithstanding the *Freedom of Information and Protection of Privacy Act*, except where it would adversely impact upon the safety and security of the individual or a correctional facility, and upon receipt of a written

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request from a victim, a victim's parent, guardian, spouse, child or other person acting on behalf of the victim, a victim or a victim's parent, guardian, spouse, child or other person may receive information as outlined in section 91 of the *Correctional Services Act*. See also Policy & Procedure Chapter 30: [Victims and High Risk for Lethality](#).

- 2.4 In accordance with section 95 (1) of the *Correctional Services Act* the Minister, together with the Minister of Health, has made the *Sharing of Health Information Regulations* to provide for the sharing of health information with respect to individuals in custody. See also Policy & Procedure Chapter 46: [Health Care](#).

3. Information Storage

- 3.1 Information may be recorded or stored by graphic, electronic, mechanical or other means.