


Chapter:	Access and Disclosure of Information	Classification:	Public Document
Subject:	Disclosure of Information to Outside Agencies, Professionals, Schools and Victims		
For:	Entire Division	 <small>Authorized by Executive Director</small>	

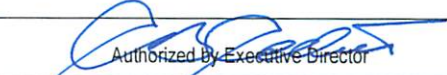
1. Policy

- 1.1 It is the policy of Correctional Services that staff will address requests for the disclosure of information to other government departments, other agencies, professionals, schools and victims in a manner consistent with all applicable legislation and policy and procedures including
- 1.1.1 the *Youth Criminal Justice Act* (YCJA)
 - 1.1.2 Policy and Procedure Subject No. 4.02.00 [Youth Criminal Justice Act](#)
 - 1.1.3 the *Freedom of Information and Protection of Privacy Act* (FOIPOP)
 - 1.1.4 Policy and Procedure Subject No. 4.01.00 [Freedom of Information and Protection of Privacy Act](#)
 - 1.1.5 the *Correctional Services Act*
 - 1.1.6 the *Correctional Services Regulations*
 - 1.1.7 Policy and Procedure Chapter 30: [Victims](#) with respect to information to victims pursuant to section 91 of the *Correctional Services Act*
 - 1.1.8 Policy and Procedure, Subject No. 31.01.00 [Education](#), with respect to education records

2. Consent

- 2.1 In cases where staff cannot release the information due to the legislation or Policy and Procedures, completing a Request/Release of Information may permit an individual to release their own personal information; see Appendix [4.00.00 A: Request/Release of Information in Policy and Procedure 4.00.00 Access and Disclosure of Information - General.](#)
- 2.2 Staff will receive a signed Request/Release of Information form directly from an individual, their solicitor or another agent representing the individual prior to releasing information. Staff will confirm with the requesting individual that they authorize the solicitor or other agent to act for them.

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2.3 Sometimes where the individual wishes to release the information and has signed a Request/Release of Information form, legislation may prevent them from releasing the information, e.g., young person releasing their own name, the information pertains to third parties.

3. General Procedures

3.1 Where staff receive a written request for information from an official source, and the originals of the requested information are retained on Correctional Services files, e.g., warrants and where the information requested is a matter of public record, staff will provide a response. If the information is not a matter of public record, the individual may be advised to contact the FOIPOP Administrator.

3.2 In cases where a request for information involves the release of information about a third party, the third party will also provide written consent before staff are permitted to release the information.

3.3 Receiving agencies will be advised that released information is confidential and protected from further release to a third party unless permitted by legislation; see Policy and Procedures, Subject 4.02.00, [Youth Criminal Justice Act](#).


4. Pardons

4.1 Persons who have been granted a pardon will have their Correctional Services files sealed.

4.2 Upon receipt, by Head Office, of documentation confirming that a person has been issued or granted a pardon, Head Office will

- 4.2.1 request the person's complete file to be forwarded to Head Office
- 4.2.2 seal the file
- 4.2.3 forward the file to the Nova Scotia Provincial Records Centre

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- 4.3 No agency or person, including the police, RCMP, prosecutor or defence counsel, may open or receive any information from a file sealed as a result of a pardon.
- 4.4 The sealed file of a pardoned person may only be reopened via Court Order, issued, signed and dated by a Judge.