

Chapter:	Access and Disclosure of Information	Classification:	Public Document
Subject:	Requests from Correctional Services		
For:	Entire Division	 <small>Authorized by Executive Director</small>	

1. Policy

1.1 Correctional Services will comply with access and disclosure requirements of other departments and agencies when requesting information from them about individuals, except when legislative authority would dictate otherwise.

2. Requests for Health or Treatment Information

2.1 Health and treatment professionals will not normally release information unless they have obtained prior written authorization from the individual.

2.2 When Correctional Services require such information, it will first be discussed with the individual, the individual will

2.2.1 provide informed consent, and

2.2.2 complete the Authorization for Release of Health Information form ([4.07.00 A](#)) and have the request witnessed by a staff member

2.3 The form will have a current date and detail the information requested.

2.4 Staff will also provide a covering letter indicating the purpose of the request and/or references to the appropriate sections of legislation. The appropriate form signed by the individual will accompany the letter.

2.5 Where the individual has not provided authorization for release of the information, but it is determined that the information is necessary, staff may explore and use other access methods where appropriate, including

2.5.1 an application under *the Freedom of Information and Protection of Privacy Act*

2.5.2 sections 119 to 129 of the *Youth Criminal Justice Act*, see Policy and Procedures, Subject No. 4.02.00, [Youth Criminal Justice Act](#)

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- 2.6 When staff are denied access to requested information, they will document on the individuals file details regarding the
 - 2.6.1 lack of full information, and
 - 2.6.2 reasons for denied access