

4.5 Access to Information Requests

Policy Statement

All requests for information submitted under the authority of the Freedom of Information and Protection of Privacy Act (FOIPOP) are to be entered in the FOIPOP Tracking System to facilitate analysis and reporting.

Policy Objectives

The policy is designed:

1. To document the status of all requests for access to information and to monitor compliance
2. To facilitate reporting and to monitor trends

Application

This policy applies to:

- All Information Access and Privacy (IAP) Administrators
- All FOIPOP Administrators
- All NS government departments, agencies, boards and commissions (public bodies) connected to the government local area network (LAN)

Policy Directives

- All IAP or FOIPOP Administrators and any other person assigned by a department, agency, board, or commission with a role in managing or assisting in managing the FOIPOP process must request access to the FOIPOP Tracking System (FTS).
- When a request for access to information under FOIPOP is received it must be entered in the FTS as soon as possible.
- When a request for access to information under FOIPOP has been completed and disclosed the outcome must be documented as soon as possible and the file closed
- The information entered in the FTS “description” field should be free of any personal identifiers, that is, the applicant or any third party information should be fully de-identified.

Monitoring

The Information Access and Privacy Office of the Department of Justice is responsible for monitoring compliance with this policy.

Enquiries

Chief Information Access and Privacy Officer (Department of Justice)

PO Box 7

5151 Terminal Rd., 7th Floor

Halifax, NS B3J 2L6

Phone:(902) 424-2719

Fax: (902) 722-1153

Or

Corporate IAP/FOIPOP Administrator

Executive Council Office

Office of Policy and Priorities

Office of the Premier

Treasury Board Office/CIO

(902) 424-4879

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