

## **PART 5 – COLLEGE RECORDS & INFORMATION**

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### **Responsibility for administration of FIPPA**

- 5.01** (1) The registrar is the “head” of the college for the purposes of FIPPA.
- (2) The registrar must report to the board regarding the steps the college has taken to fulfil its duties under FIPPA in a form and at a time as directed by the board.

### **Protection of personal information**

- 5.02** (1) Subject to section 102(3)(b) of the Act, the registrar must take reasonable steps to ensure that the collection, use, and disclosure of personal information by the college complies with Part 3 of FIPPA.
- (2) The registrar must take reasonable steps to ensure that a person or entity to whom the college provides personal information for processing, storage or destruction complies with Part 3 of FIPPA.

### **Disposal of records containing personal information**

- 5.03** The registrar must ensure that a college record containing personal information is disposed of only by
- (a) destroying the record in a manner that ensures that the personal information in the record cannot be retrieved or reconstructed, including
    - (i) for a paper record by using a shredding device, or
    - (ii) for an electronic record, physically destroying the storage medium, or permanently erasing the stored information, or
  - (b) returning the record to the person the information is about or the licensee who compiled the information, as appropriate.

### **Records**

- 5.04** (1) The registrar must retain the following records permanently, in physical or electronic form:
- (a) the minutes for each board meeting, together with all supporting records submitted to the board for each board meeting, and
  - (b) each annual report made by the board under section 398 of the Act.
- (2) Subject to subsection (1), the board must establish a policy respecting the retention and disposition of college records.

### **Additional information required in registry**

- 5.05** (1) In addition to the information permitted or required to be included in the registry under the Act and regulations, the registrar must include the following for each licensee:

- (a) a statement indicating what designated health profession or professions the licensee is authorized to practise;
  - (b) a notation of each certification granted to the licensee by the college under Part 7;
  - (c) subject to subsection (3), if an order specified in section 249(2) of the Act made against the licensee was reconsidered or reviewed under the Act or under judicial review, a summary of the decision on reconsideration, review or judicial review and the reasons for the decision;
  - (d) a summary of any order specified in section 390(1)(g) of the Act made against the licensee;
  - (e) any public notice published under sections 255 and 256 of the Act, or under section 39.3 of the *Health Professions Act*, that includes the licensee's name.
- (2) The registrar must update a notation made under subsection (1)(b) if
  - (a) the licensee requests or gives written consent for cancellation of a certification,
  - (b) the licensee fails to renew a certification in accordance with section 7.04, or
  - (c) a certification is cancelled or suspended further to a disciplinary order or summary protection order.
- (3) If a decision on reconsideration, review or judicial review rescinds an order specified in section 249(2) of the Act made against the licensee, resulting in the summary of that order being removed from the registry, the registrar may only include a summary under section 1(c) in the registry if the registrar is of the opinion that doing so is necessary in accordance with the guiding principles in section 14 of the Act.
- (4) Apart from information that is required to be included in the registry under the Act or regulations, the registrar may decline to include information in, or remove information from, the registry, if the registrar reasonably believes that disclosure of the information may present a risk of harm to a licensee or other person.