

Policy name: Policy-Registration Records Management

Policy category and number: Registration

Developed by: Registration Committee

Approval by Council: NLCHP Council

Date: August 23, 2012

Overview of policy: The Newfoundland and Labrador Council of Health Professionals (Council) will require individuals applying for registration in the province to provide personal information as part of the registration and renewal of registration process. Personal information will be maintained in both an electronic and paper format. The information collected as part of the registration process is for Council use and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance or other purposes as required by law. Personal information is defined in the *Access to Information and Protection of Privacy Act (ATIPPA)*

Policy: Information collected as part of the registration, renewal of registration must be secured and must only be accessed by authorized users. Registrants may request access to their personal file.

Authorized users must sign an oath of confidentiality.

Information requested on the initial registration application will be maintained in an electronic registration database and/or maintained in the applicant's personal paper file.

The following will be maintained indefinitely in the permanent paper file: photo ID; proof of completion of an approved education program; proof of passing a registration exam; proof of completion of a refresher course, letters of good standing; Certificate of Good Conduct; vulnerable sector check; proof of English language proficiency, proof of ability to work in Canada; consent to release of information; date of initial

registration. Paper files will be maintained in a locked file in a secure environment.

Information maintained in the paper file will be recorded in the electronic database. In addition to the information contained in the paper file the following will be maintained in the electronic database: worked hours; place of employment; professional liability insurance. Information in the electronic database will be maintained indefinitely. The electronic database will be maintained at the office location. Access to the database will be password protected and only available for use by authorized users. The database will be backed up on a daily basis. Backup will be maintained on an encrypted storage device.

Council approved modes of transporting/communicating personal information are:

Postal mail

Secure electronic mail

Fax in limited circumstances

Hand delivered

View of personal file by registrant or other authorized third party at office location only

Procedure:

1. The Registrar or other authorized person will review the personal file with the registrant or authorized third party.

2. The Registrar or other authorized person will make available for view the personal file. Where requested, copies of the documentation contained in the personal file will be provided to the individual or authorized third party at the cost identified in the posted fee schedule.

References:

ATIPPA

Policy History:

Original Policy