



## COLLECTION RETENTION AND DESTRUCTION OF RECORDS

POLICY NUMBER: P-016-02

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DISTRIBUTION: NSCMIRTP Board and Staff

COMMITTEE: Policy and Procedures Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL: 

### POLICY

The purpose of this policy is to ensure that records that are no longer required by NSCMIRTP or of no value are destroyed.

Principle 5 of the *Personal Information Protection and Electronics Document Act (PIPEDA)* states that “personal information that is no longer required to fulfill the identified purposes should be destroyed, erased, or made anonymous. Organizations shall develop guidelines and implement procedures to govern the destruction of personal information. Paragraph 4.7.5 specifies that care shall be used in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.

### RATIONALE

This represents the NSCMIRTP’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

### Record retention Schedule

#### *Information Collection*

The College collects the information that it requires for it to carry out its functions, which include:

- Assess whether applicants meet the initial requirements for registration within the College
- Complete entries in the College’s Register of registrants
- Assess whether applicants are eligible to have their license renewed or reinstated
- Communicate with registrants about registration, discipline, or other matters in relation to the regulation of the profession
- Provide information to registrants
- Facilitate payment of fees
- Facilitate complaints
- Carry out functions related to registration, discipline, or professional regulation (1)
- Comply with provincial labor mobility legislation
- Comply with provincial workforce planning data requirements



The College collects personal information from its registrants to keep in its Register. In addition to the name of each person eligible to be registered, as required by subsection 12 of the Act, the Register must contain the following:

- Contact information, including address and telephone numbers
- Name and location of educational institution attended, as well as year of graduation
- Date of successful completion of registration examination
- Date of entry in register
- Registrant number, once assigned
- Specialties/subspecialties
- Restrictions, disciplinary decisions etc.
- Disclosures
- Employer

The College also collects personal information from complaints, individuals involved in complaints, investigations, and discipline proceedings (1).

#### *Information Access*


When access is necessary for the performance of their duties, the following people may access registrant information:

- College employees and committee registrants
- External consultants or a provider, after the College has entered into an agreement to ensure that the confidentiality of personal information is maintained and that there are appropriate security measures in place. For example, a service provider has been contracted by the College to collect, manage, store, analyze and report data related to the College's Continuing Competence Program. Only the personal information required to carry out the specific duties shall be released.

The College may also disclose personal information as authorized by law, including under the following circumstances:

- In response to a subpoena, warrant, or court order
- Pursuant to a lawful request by a government agency
- To report fraudulent activity or other deceptive practices to another professional regulatory body, or to a governmental or law enforcement agency
- To act in urgent circumstances to protect the personal safety of registrant or of the public

Personal information will only be collected, used and disclosed without the knowledge and consent of the individual for the purpose of the administration or enforcement of the Legislation and in accordance with any applicable provisions of the Legislation.



Any request from an organization or individual for registrant information for any non-legislative reason including, but not limited to, marketing, philanthropic or educational purposes, must be sent in writing or by email to “person responsible”. When such a request is made the registrant must be informed and has the right to decline release of personal information. The college has a right to charge a nominal fee for such requests.

#### *Privacy Protection*

The College follows processes and standards as outlined in P-022-01 Privacy Policy to ensure information collected is stored, accessed and destroyed in manor to maintain privacy.

#### *Records Retention Periods:*

- Registrant data - shall be kept for the lifespan of the registrant with the exception of name and license number which shall be a permanent record.
- Complaint records shall be kept permanently.
- Financial Records – shall be kept for 7 years with the exception of audit reports and annual financial statements which shall be kept permanently.
- Contracts – shall be kept for 7 years.
- Corporate Records – shall be kept permanently.
- Insurance records - shall be kept for 7 years
- Employee payroll records- shall be kept for 7 years after termination.

#### *Records Destruction:*

- Hard copy records such as paper printouts of notes, messages, memos, and transaction records shall be shredded.
- Electronic media such as hard drives, copier, and printer hard drives, removable solid drives, disks and USB flash drives, and mobile phones – by deleting information using methods that resist simple recovery. Hard drives shall be destroyed before disposal.

#### **References:**

1. Alberta College of Medical Diagnostic and Therapeutic Technologists. (2014). Privacy policy. Retrieved from <http://acmdtt.com/registrantregistrants/privacy-policy/>
2. Office of the Privacy Commissioner of Canada. (2014). Personal Information Retention and Disposal: Principles and Best Practices. Retrieved from [https://www.priv.gc.ca/en/privacy-topics/safeguarding-personal-information/gd\\_rd\\_2014](https://www.priv.gc.ca/en/privacy-topics/safeguarding-personal-information/gd_rd_2014)