

Nova Scotia Economic and Rural Development and Tourism

ROUTINE ACCESS POLICY

1. POLICY STATEMENT

The Routine Access Policy provides for easy access to designated records without having to submit an application under the Freedom of Information and Protection of Privacy Act (FOIPOP). This Policy is administered in accordance with the following principles:

a) Protection of Privacy

The Schedule to the Policy notwithstanding, no records exempt from disclosure further to Section 20 or Section 21 of FOIPOP shall be deemed eligible for routine access.

b) Timeliness

Nova Scotia Economic and Rural Development and Tourism shall respond to routine-access requests in an efficient and consistent manner.

c) Cost Recovery

Fees for copying and delivery of requested records may be charged where incurred.

d) Transparency

This Policy shall be linked to the homepage of the Department's Internet site and shall be available on request in electronic or paper form.

2. DEFINITIONS

Routine Access is the automatic disclosure of designated series of administrative or operational records to which FOIPOP applies, in response to a request made further to this Policy.

Active Dissemination is the automatic release of information as material that is a matter of public record to which FOIPOP no longer applies; for example, documents posted to <http://gov.ns.ca/econ>

FOIPOP Access is the purposive disclosure of records, in whole or in part, in response to a formal application made under the Freedom of Information and Protection of Privacy Act.

Record means any form in which information exists.

3. POLICY OBJECTIVES

The objectives of this Policy are to enlarge the scope of material that is a matter of public record and to encourage and improve access to information which is not subject to mandatory exemption from disclosure under FOIPOP.

4. APPLICATION

This policy applies to records described in the Schedule.

This policy applies only to records created after 22 October 2003.

This policy does not apply to records subject to mandatory exemption from disclosure under FOIPOP.

This policy does not apply to frequent, frivolous or vexatious requests, or to requests for access to an unreasonably large volume or extent of records.

5. POLICY DIRECTIVES

a) The Information Access and Privacy Officer shall receive and respond to

routine access requests, and shall determine whether requests are routine-access within the meaning of this Policy.

- b) Routine access requests shall be in writing and shall reference the Policy.
- c) No application fee shall be charged or payable for a routine access request.
- d) Routine access requests shall be responded to within thirty calendar days of receipt.
- e) Routine access requests shall be entered in the tracking system.

6. POLICY GUIDELINES

[There are no Routine Access Policy Guidelines.]

7. ACCOUNTABILITY

The Manager, Business and Information Services Division, has overall responsibility for this Policy.

The Information Access and Privacy Officer is responsible for day-to-day implementation of this Policy, for tracking routine access requests in accordance with Department of Justice requirements, for monitoring and reporting on compliance with the Policy, and for revising the Policy further to the annual review.

Departmental staff are responsible for forwarding requests for access to records to the Information Access and Privacy Officer without delay.

8. MONITORING AND EVALUATION

Compliance with the Policy will be monitored on an ongoing basis by the Information Access and Privacy Officer.

This Policy will be formally evaluated and reviewed on an annual basis by the Manager, Business and Information Services

9. REFERENCES

Freedom of Information and Protection of Privacy Act, Section 2.

10. ENQUIRIES

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APPROVED BY:

APPROVAL DATE:

REPLACES: *Routine Access Policy - Final 23 October 2003*

REVIEW DATE: *[TBD]*
