



Nova Scotia College of Respiratory Therapists

Policy Title: Access to Records	
Date Approved: June 17, 2021	Category: Registration
Date of next revision: June 17, 2022	Authority: Respiratory Therapists Act S9

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. The NSCRT will provide an applicant with access to all documents held by the College that are relevant to their application for registration. This policy outlines the process for requesting documentation.

Policy/Procedure:

1. Upon written request by the applicant, the Registrar will provide an applicant for registration a copy of all documents* that the College has that is relevant to the application. These documents will be clearly labeled "COPY".
2. Requests for access to an applicant's records may be made by the applicant themselves or by any person authorized by the applicant, in writing or by, to communicate with the College on the applicant's behalf.
3. The Registrar will provide access to the following documents that may form part of an applicant's record:
 - i. Documents provided by the applicant as part of their application,
 - ii. Documents that describe the College's rationale for registration decisions,
 - iii. Documents related to any assessment of qualifications completed or received by the College,
 - iv. Documents related to accommodation requests, and
 - v. Documents related to reviews and appeals.

Exceptions to this include:

- i. Documents subject to a legal privilege,
 - ii. Documents that are prohibited from disclosure by court order, or
 - iii. Documents that could reasonably be expected to threaten or harm the mental or physical health or the safety of another person.
4. If the College refuses to provide access to all of the applicant's documents, the College will provide reasons for denying access.



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5. The Registrar will respond to an applicant's request for access to their records within 10 business days of receiving the written request.
6. Where the Registrar cannot accommodate the request within 10 business days, the Registrar shall inform the applicant of the timeframe when their records will be accessible. Such timeframe will not exceed 30 days from the date of the applicant's request.
7. The copies of the documents will be provided to the applicant by mail or electronically, at the applicant's request.
8. The applicant will be provided with a copy of their records at no cost.
9. If an applicant believes the information held by the College is inaccurate, the applicant may request that the College correct its records by making a written request to the Registrar with documentation supporting the request.

*Refer to the NSCRT Operations policy manual for the Records Retention and Destruction policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

References:

Respiratory Therapists Act of Nova Scotia

Respiratory Therapy Regulations

Fair Registration Practices Act

Version History	
Date revised:	Reason for revision: