



Nova Scotia Provincial Blood Coordinating Program Procedure for Requesting Accessing to Personal Information

As a program operated under the auspices of the Nova Scotia Department of Health the Nova Scotia Provincial Blood Coordinating Program is bound by the *Freedom of Information and Protection of Privacy Act* (“FOIPOP Act”) and its regulations.

In keeping with this act, an individual or his/her authorized representative shall be permitted to view or receive a copy of any personal information collected and managed about him/her by the Nova Scotia Provincial Blood Coordinating Program unless the disclosure is exempted by legislation.

This procedure relates only to requests from individuals for access to their own personal information. Requests for information, other than access to an individual’s personal information must be made pursuant to subsection 6(1), of the *Freedom of Information and Protection of Privacy Act* by contacting the Administrator, Access and Privacy, NS Department of Health at 424-4418 (See Appendix B for FOIPOP Act Application Form).

The Nova Scotia Provincial Blood Coordinating Program obtains pieces of personal information from various data sources. The Nova Scotia Provincial Blood Coordinating Program may suggest that an individual contact the data source directly in order to request access to their personal information.

I. Request for Access to Personal Information Procedure

1. A request for access to personal information must be made to the Program’s Privacy Officer in writing using the *Access to Personal Information Request Form* (Appendix A), by the individual or their authorized representative.
2. An authorized representative, for the purposes of subsection 1 includes a person designated as a power of attorney, a personal guardian, or a person authorized by an individual to act on that individual’s behalf. Copies of supporting documentation must accompany the request.
3. The Privacy Officer will make a note of the date the request is received and confirm with the individual that the request has been received.
4. A request for information shall provide sufficient particulars to enable identification of the record. The Privacy Officer may contact the requester for more information in order to ensure they understand what information is being requested.



5. The Nova Scotia Provincial Blood Coordinating Program will not charge the individual any fees for access to, or a copy of their own personal information.
6. In certain situations, the Nova Scotia Provincial Blood Coordinating Program may not be able to provide access to all personal information it holds about an individual. Exceptions for not granting access may include information that refers to other individuals, information subject to legal, security or proprietary restrictions, and information that is subject to solicitor-client or litigation privilege.
7. The Privacy Officer will provide an explanation if full access to personal information is not provided.
8. Where the Nova Scotia Provincial Blood Coordinating Program is not the direct collector of personal information about an individual, the Program will indicate the source of this information where possible, and may suggest that the individual contact the source directly to request access to their personal information.

II. Timing and Format of Response

1. Timelines for responding to a request for access to information are as provided in the *FOIPOP Act*.
2. The Nova Scotia Provincial Blood Coordinating Program will notify the individual with information regarding their request within 30 days of receipt of the request.
3. The Nova Scotia Provincial Blood Coordinating Program will only provide personal information requested by an individual directly to the requester in person or by mail.

III. Minors

1. All requests for access to personal information of individuals under the age of 18 will be referred to the Administrator, Access & Privacy, NS Department of Health.

IV. Third Party Requests by Legal / Law Enforcement Representatives

1. Requests for individual personal information by the executor of the individual's estate, law enforcement agencies or legal counsel must be directed to the Administrator, Access & Privacy, NS Department of Health.



Appendix A

Access to Personal Information Request Form

Contact: Privacy Officer
Nova Scotia Provincial Blood Coordinating Program
7-130 Centennial Building
1276 South Park Street
Halifax, NS B3H 2Y9
Phone: (902)473-2121 Fax: (902) 473-2589
E-mail: nspbcpc@cdha.nshealth.ca

Complete this form to request your personal information from Nova Scotia Provincial Blood Coordinating. Review the Frequently Asked Questions Sheet (FAQs) to determine the type of information you are requesting. Please allow up to 30 days for a reply to this request.

Please print

Full Name: _____
Last Name First Name Middle Initial

Address: _____

Phone: _____ Fax: _____

E-Mail: _____
(Provide only if you prefer to receive communication by email)

Nova Scotia Health Number: ____ / ____ / ____.

Information requested:

Time Period for this request, include a start and end date (e.g. July 1, 2006 to July 1, 2007):



NSPBCP Privacy Procedure for Requesting Access to
Personal Information Version 2 – 12.09



How would you like us to provide your information?

- By mail
- In person (I will pick up)
-

Your Signature
(Signature of the person requesting the information)

Date:

For office use only	
Date Received: _____	Request No. _____