



<i>Child Protection Act R.S.P.E.I. 1988, Cap C-5.1</i>	Program	Child Protection	
	Subject	Request for Child Protection Record Disclosure	Policy # 1.15
Effective Date: February 23, 2017		Authorized by: David Keedwell	
Revised Date: October 23, 2020		Deputy Minister	

1.0 PURPOSE

1.1 To provide direction for child protection record disclosure upon receipt of a request.

2.0 POLICY STATEMENT

2.1 The Director of Child Protection is responsible to keep records of all information obtained and to ensure disclosure of the requested information pursuant to the *Child Protection Act* and *Regulations*.

2.2 Information obtained in the provision of child protection services is confidential and may be shared only as authorized by the *Child Protection Act* and *Regulations* and the *Freedom of Information and Protection of Privacy Act (FOIPP)*.

2.3 The Director of Child Protection may, with or without consent, disclose information contained in a record, where the Director is satisfied the request meets the requirements of the *Child Protection Act* and *Regulations*.

2.4 The Director of Child Protection has the right to refuse to disclose, or limit disclosure of information contained in a record, if there is reason to believe that disclosing the information may result in physical or emotional harm to any person, may lead to the identification of a person who made a child protection report, may jeopardize a criminal or child protection investigation, or is prohibited by law.

2.5 Files related to disclosure packages will be prepared, stored, and destroyed following an approved retention schedule to assure consistency of final disposition of these files. Disclosure packages are transitory documents and are only required to be maintained for a shorter period of time compared to the full Child Protection file.

3.0 PROCEDURE STATEMENT

- 3.1 The person making the request shall make the request in writing to the Director of Child Protection using a *Request for Disclosure of Child Protection Files* form (see attached).
- 3.2 The Director of Child Protection will make all reasonable attempts to respond to the request within sixty (60) days.
- 3.3 The Director of Child Protection will respond in writing and will advise the person making the request:
- whether disclosure of all, or some of, the information is granted or refused
 - if all or some of the information will be provided, when, where, and how this disclosure will be provided
 - if all, or some of, the information will not be provided, the reason for the refusal
 - the name of an individual to whom the applicant can speak regarding a refusal to release the record
- 3.4 The Director of Child Protection will document every request for disclosure on the record.
- 3.5 The Disclosure Specialist receives the *Request for Disclosure of Child Protection Files* form, prepares the disclosure package, and copies it.
- 3.6 The disclosure package is placed in a sealed envelope, marked with a Child Protection Disclosure Documents label (see attached) and provided to the requestor.
- 3.7 The Administrative Support for the Director of Child Protection keeps the Child Protection file for two weeks and then returns it to its place of retrieval. The copy of the disclosure package is returned to the originating office, not to the Records Centre, even if that is where the Child Protection file is being stored.
- 3.8 Two years after the Request for Disclosure of Child Protection Files is completed, disclosure packages (electronic, or formerly, hard copies) are prepared for destruction as per the TransitoryRS2018 Transitory Records System. The Departmental RIM Coordinator will be consulted for records management processes.

4.0 REFERENCES

Freedom of Information and Protection of Privacy Act (FOIPP)

5.0 ATTACHMENTS

Request for Disclosure of Child Protection Files form
Child Protection Disclosure Documents Label

HISTORY:

October 22, 2020 - Inclusion of specific records management information, Request for Disclosure of Child Protection Files form, and Child Protection Disclosure Documents Label

REQUEST FOR DISCLOSURE OF CHILD PROTECTION FILE(S)

To the Director of Child Protection
11 Kent St., PO Box 2000, Charlottetown, PE C1A 7N8
or Fax to: 902-620-3776
or e-mail to Admin Assistant at bamequillan@gov.pe.ca

Full Name: _____

Date of Birth: _____

Personal Health Number#: _____

Address: _____

Address to send file/letter/information, if different from
above: _____

Phone Number (if we have questions or require additional information): _____

Reason for Requesting a copy of my Child Protection File: _____

If you want any other parties to receive a copy of your child protection file, please provide their name,
address and or fax number: _____

You will be contacted at the number provided ____ or by mail ____ when your disclosure is complete to
make arrangements for you to receive it. If you authorize this information to be released to another
individual, you must provide consent in writing.

Your Name, Printed:

Signature and Date:

Date: _____

Child Protection Disclosure Documents Label

CHILD PROTECTION DISCLOSURE DOCUMENTS	
Client:	
PHN: SSMIS:	Type:
Notes:	
Disclosure Time Period:	
Date Disclosed:	