

<i>Freedom of Information and Protection of Privacy Act</i>	Program	Privacy and Access
	Subject	Routine Disclosure Policy
Effective Date: February 22, 2011		Authorized by:
Revised Date: January 26, 2016		Deputy Minister, Teresa Hennebery

1.0 PURPOSE

- 1.1 To make certain records readily available to the public without making a formal Access to Information Request as per the *Freedom of Information and Protection of Privacy Act (FOIPP Act)*.

2.0 DEFINITIONS

- 2.1 **Record:** a record as defined in Section 1 of the *FOIPP Act*.
- 2.2 **Routine Disclosure:** the routine or automatic release of certain records in response to requests made informally or under the *FOIPP Act*.

3.0 POLICY STATEMENT

- 3.1 The Department will maintain a Routine Disclosure List which lists records that are routinely disclosed [See Appendix]. Where possible, the Department will make these records available on the Department web site.
- 3.2 Records identified on the Routine Disclosure List will be of sufficiently standardized and consistent format to not need to be pre-screened for compliance with the principles of the *FOIPP Act*.
- 3.3 The Department may respond to requests for access to information by means other than requiring formal application under the *FOIPP Act* where the information requested is contained in records on the Routine Disclosure List.
- 3.4 Nothing in this policy will be taken to mean that the Department is required to create or maintain records that it would not normally have in its custody or control.
- 3.5 A request for access to information under this policy will be responded to in a reasonable period of time and no later than 30 days from receipt of the request.
- 3.6 If the request for access to information does not meet the requirements of this policy, a

response indicating available options will be provided.

4.0 PROCEDURE STATEMENT

- 4.1 Upon receipt of a request for access to information available under this policy and if the record exists in the Routine Disclosure list, the person receiving the request will refer the individual making the request to the web site (if the record is available there). If the record is not available on the web site, provide a copy.
- 4.2 If the information is not available through routine disclosure, the applicant will be directed to Access and Privacy Services Office.

5.0 ATTACHMENT

Routine Disclosure List

HISTORY

January 26, 2016 Change to reflect the role of Access and Privacy Services Office;
condensed the Routine Disclosure List.

ROUTINE DISCLOSURE LIST

The following records are Routinely Disclosed by the Department.

Department - Annual Reports

Department - Policies

Department - Press Releases

Department - Publications (e.g., Disability Advisory Council Report, Senior's Guide, Family Violence Prevention Resource Guides)

Department - Requests for Proposals

Department - Strategic Plans

Department - Tenders

Disability Advisory Council - Members

Family Housing Boards - Members

Prince Edward Island Housing Corporation - Annual Reports

Non Governmental Organizations Funded by the Department - List of Names

Non Governmental Organizations Funded by the Department - Funding Provided

Seniors' Secretariat - Members

Seniors' Secretariat - Progress Reports

Social Assistance Appeal Board Members - Members