



Policy Name:	Policy-Registration Records Management
Policy Category:	Registration
Developed by:	Registration Committee
Approved by:	NLCHP Council
Approval date:	December 9, 2020
Review:	Every 3 years

Overview: The Newfoundland and Labrador Council of Health Professionals (NLCHP) will require individuals applying for registration in the province to provide personal information as part of the registration and renewal of registration process. In January 2020, NLCHP launched an online portal for registration in renewal. From this point forward personal information will be maintained in an electronic format. Information collected prior to the online system will be maintained in paper format. The information collected as part of the registration process is for NLCHP use and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance or other purposes as required by the Health Professions Act (the Act). Personal information is defined in the *Access to Information and Protection of Privacy Act* (ATIPPA) and Personal Information Protection and Electronic Documents Act (PIPEDA).

Policy: Information collected as part of the registration, renewal of registration must be secured and must only be accessed by authorized users approved by the NLCHP. Authorized users must sign an oath of confidentiality. Registrants will have access to their personal information through the NLCHP online portal.

Information requested on the initial registration application will be maintained in the online registration database.

For those registrant's who applied prior to the online registration system being in place, the following will be maintained indefinitely in the permanent paper file:



photo ID; proof of completion of an approved education program; proof of passing a registration exam; proof of completion of a refresher course, letters of good standing; Certificate of Good Conduct; vulnerable sector check; proof of English language proficiency, proof of ability to work in Canada; consent to release of information; date of initial registration. Paper files will be maintained in a locked file in a secure environment.

In addition to the information obtained during the initial registration, the following will be maintained in the online registration database: worked hours; place of employment; professional liability insurance. Information in the electronic database will be maintained indefinitely.

Registrant's are required to maintain their personal information in the online registration portal. All registrants will have password protected access to the registration portal.

Council approved modes of transporting/communicating personal information are:

Postal mail

Secure electronic mail

Hand delivered

Viewing of a personal file by registrant or other authorized third party at office location only

Procedure:

1. Registrant's will be able to view their personal information in the online registration database portal.
2. In cases where are registrant has requested to view a historic paper file, the Registrar or other authorized person will review the personal file with the registrant or authorized third party.
3. Where requested, copies of the documentation contained in the personal file will be provided to the individual or authorized third party at the cost identified in the posted fee schedule.



References

ATIPPA <https://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>

Personal Information Protection and Electronic Documents Act (PIPEDA)

https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/r_o_p/

Original Policy:

August 23, 2012

Revised:

December 9, 2020