



TYPE	Registration
NAME	Access to Registration Applicant Records and Retention Policy
DATE APPROVED BY COUNCIL	December 12, 2014

INTENT

This policy ensures all registration applicants have access to information in his/her application records. It also outlines the process for applicants to access these records and specifies what the College's retention period is for maintaining and disposing of an applicant's application records.

THE POLICY

Registration applicants may receive a copy of his/her application records upon written request. Only the applicant or legal designate may request access to his/her records. The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person.

Access to registration applicant records is subject to certain retention periods, as set out below:

Successful Applicants

Registration application records of successful applicants will be maintained at the College indefinitely.

Unsuccessful Applicants

The retention period of registration application records for unsuccessful applicants is 15 years from the date the last document in the file is received.

Inactive Applications for Registration

If an applicant's application record is inactive for a period of one year, it will be closed and all documents received will be returned to the applicant's last known address on file by registered mail.

The records will be stored in a protected environment for the duration of the retention period as described above. Hardcopy documents will be destroyed by shredding.

RELATED LEGISLATION AND DOCUMENTS

Denturism Act, 1991
 Ontario Regulation 833/93, Schedule A
 Schedule 2 of the Regulated Health Professions Act being the Health Professions Procedural Code

The College fulfills this commitment to privacy and confidentiality by complying with its statutory obligations under the *Regulated Health Professions Act, 1991 (RHPA)*, and the *Personal Health Information Protection Act, 2004*.

Under the *Regulated Health Professions Act (1991)*, Schedule 2:

Disclosure of application file

16.(1) The Registrar shall give an applicant for registration, at his or her request, all the information and a copy of each document the College has that is relevant to the application.

Exception

(2) The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. 1991, c. 18, Sched. 2, s. 16

PROCESS AND PROCEDURES

1. The registration applicant submits a written request to the Registrar for access to his/her application records.
2. Upon receipt of the written request, the College prepares the records, subject to availability per the College's retention period.
3. The documents are prepared, and then approved by the Registrar, and photocopies of the file are provided to the applicant. Requests can take up to 15 business days to process. There is no fee charged to the applicant for access to his/her records however, reasonable photocopying costs may apply.

DEFINITIONS

"Applicant" means a person who has submitted an application for registration

"Business days" means any day of the week, excluding Saturday, Sunday and statutory holidays "Act" means the Denturism Act, 1991 and includes the regulations made under it;

"Code" means the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991;

REVISION CONTROL

Date	Revision	Effective