



TYPE	Registration
NAME	Access to Registration Applicant Records and Retention Policy
DATE APPROVED BY COUNCIL	December 12, 2014
DATE REVISED BY COUNCIL	September 18, 2020

INTENT

This policy ensures all registration applicants have access to information in their application records. It also specifies the College's retention period for maintaining and disposing of an applicant's application records in accordance with the Retention Schedule approved by Council (2018).

THE POLICY

Registration applicants may receive a copy of their application records by providing a written request to the Registrar. Only the applicant or legal designate may request access to their records.

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*.

Pursuant to the RHPA, the Registrar shall give an applicant for registration, at their request, all the information and a copy of each document the College has that is relevant to the application. 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:

Applicants – Approved for Registration

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

Applicants – Registration Refused

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

Inactive Applications for Registration

If an 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 College will keep a copy of the application records on file for a period of 6 years after the file is closed.

The records will be stored in a protected environment for the duration of the retention period as described above.

Hardcopy documents will be securely destroyed by shredding.

RELATED LEGISLATION AND DOCUMENTS

Retention Schedule, Approved by Council December 14, 2018

Denturism Act, 1991

Ontario Regulation 833/93, Schedule

Health Professions Procedural Code, Schedule 2 of the *Regulated Health Professions Act, 1991*

REVISION CONTROL

Date	Revision	Effective
September 18, 2020	Move process and procedures into separate document. Changes to retention period to align with the Retention Schedule approved by Council in December 2018.	September 18, 2020