

## **Access to Applicant Information and Records Policy**

### **Overview**

Applicants for registration are entitled to access documents provided to the Manitoba College of Social Workers (College) as part of their application process. Authorized individuals, including College staff, are also able to access applicant information and records.

### **Who may access records**

The following individuals may access registration application documents or records provided to the College:

- Authorized College staff, committee and appeal panel members
- Applicants
- At the time of application, each applicant provides the following declaration:
  - I authorize the College to contact any authority, institution, association, corporation, body or person in any jurisdiction to verify the information provided in this application. I authorize any such authority, institution, association, corporation, body or person to release to the College any information relevant to this application.

During the application process, an applicant may be asked to provide additional consent for the College to share/receive information with a specific service provider or employer in order to conduct a complete evaluation.

### **How an applicant can ask for records**

Applicants must submit a written request to access documents provided to the College as part of their application process.

### **The way in which records are made available**

Following receipt of a written request for access to application records, the College will provide the applicant with a scheduled date and time to view application documents at the College office. Access is limited to viewing only and does not include digital or paper copies. Copies of documents completed and submitted by the applicant may be provided to the applicant at the discretion of the registrar.

## **What limitations (if any) exist on right to access the records**

Access to records will be granted with the following possible exceptions [*The Fair Registration Practices in Regulated Professions Act*, section 10(2)]:

- information in the record is subject to a legal privilege that restricts disclosure;
- another Act or regulation, an Act or regulation of Canada or an order of a court or quasi-judicial tribunal prohibits disclosure of the information in the record in the circumstances;
- granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulated profession explicitly or implicitly in confidence, and the regulated profession considers it appropriate in the circumstances that the identity of the person be kept confidential;
- granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person;
- granting the access could negatively affect public safety or could undermine the integrity of the registration process.

Approved by the MCSW Board November 23, 2017