

DENTURIST LICENSING BOARD OF NOVA SCOTIA

Policies and Procedures

DATE APPROVED: November 11, 2019	CATEGORY: Registration
DATE FOR REVIEW: April 30, 2021	AUTHORITY: <i>Denturists Act</i> , section 13(1)

POLICY TITLE: Access to Registration Records

INTENT

The Denturist Licensing Board of Nova Scotia strives to be transparent, objective, impartial and procedurally fair with its registration practices. Applicants for registration may request access to all documents relating to their application for registration. This policy outlines the process for requesting documentation and possible outcomes.

PRINCIPLES

The Registrar, upon request, shall provide the applicant for registration, a copy of all relevant documents to the application. The Registrar may refuse to give an applicant anything that may be subject to legal privilege or that, in the Registrar's opinion, jeopardizes the safety of any person.

POLICY

1. Applicants may request in writing to the Registrar for copies of all documents that are relevant to their application, such as:
 - . documents provided by the applicant as part of their application;
 - . documents that describe the Board's rationale for its decision;
 - . documents related to assessment of qualifications completed or received by the Board
 - . documents related to reviews and appeals
2. The Board reserves the right to charge a cost-recovery fee for photocopying documents and mailing/courier expenses. The Board will inform the individual of the approximate

cost of the to provide the documents and will proceed upon payment of this cost by the individual.

3. Documents released will be clearly stamped "COPY"
4. The Board will make every effort to respond to the request within 10 business days.
5. If the Registrar is of the legal opinion that the release of any of an applicant's documents may jeopardize the safety of any person, the applicant will be provided only those documents that are not considered to jeopardize the safety of any person.
6. If the Registrar is of the opinion that any of the documents are subject to legal privilege, the applicant will be provided only those documents that are not considered to have legal privilege.
7. In the event that the Board refused to provide access to all of the applicant's documents it holds, the Board will provide reasons for denying access.

OUTCOME

1. Applicant provided with all documents concerning their registration;
2. Applicant provided with documents that do not jeopardize the safety of another person or are subject to legal privilege and the Registrar has provided reasoning for withholding documents.