

Access to Application and Related Documents by Applicants

Section:	Registration		
Applicable Legislation:	N/A		
Approved by: Deputy Registrar	Approval Date: January 14, 2022	Reviewer: Deputy Registrar	Review Date: January 2025

PREAMBLE

The College of Physicians and Surgeons of Nova Scotia (the College) recognizes that an applicant for registration with the College may wish to obtain access to their application records.

PURPOSE

This policy describes the process and requirements for an applicant to obtain a copy of their application records held by the College.

SCOPE

This policy applies to all applicants for registration with the College.

POLICY

1. Requesting Application Documents

Access to application records held by the College will be granted upon written request by the applicant.

Access to application records held by the College can be provided by paper, electronically or facsimile as per the applicant's request.

2. Costs

The fee for making an application file available will not exceed the amount of reasonable cost recovery. Fees for courier and delivery services are the responsibility of the applicant.

In all cases, the fee will be collected prior to the release of any requested application records.

Please refer to the College's Fee Schedule¹ for more information.

3. Exceptions

The College will not provide access to application records held by the College if:

- a) The record or any information in the record is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be; or
- b) Another enactment, including an Act of the Parliament of Canada or Regulations pursuant to such an Act, or a Court Order or Order of a quasi-judicial tribunal prohibits disclosure of the record or any information in the record in the circumstances; or
- c) Granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulating body explicitly or implicitly in confidence, and the regulating body considers it appropriate in the circumstances that the identity of the person be kept confidential; or
- d) Granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or
- e) Granting the access could negatively affect public safety or could undermine the integrity of the registration process.

RESOURCES

1. [College Fee Schedule](#)