

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Access to Records – Application Files**

NUMBER: **RG-Access to Records-424**

Date originally approved:
September 21, 2012

Date(s) revision approved:
September 26, 2014

BACKGROUND

Under the *Health Professions Procedural Code* made under the *Regulated Health Professions Act* (1991),
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. Schedule 2, s. 16

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

POLICY

Upon written request and at no charge the CRTO will provide a registration applicant with information and/or copies of documentation relevant to his or her registration file. These may include:

- information provided by the applicant as part of the application process;
- information obtained from other CRTO files or third parties;
- information that describes the CRTO's rationale for its decision;
- information related to an applicant's assessment of qualifications, such as exam results or credential assessment results; and
- information related to accommodation requests, review requests, and appeals.

Requests for access to documents will be processed within 30 days, failing which the applicant will be notified of the delay and the reason for it. Applicants may submit their written requests by mail, fax or email.

Under certain circumstances, the CRTO will not provide all or part of the requested information. These circumstances are in keeping with the CRTO's privacy policy where the safety of a person is jeopardized or where the information is subject to another Act, court order or law. For example, solicitor and client privilege protects legal advice from being disclosed, and the deliberative privilege protects the deliberations of the Registration Committee from disclosure.

Requests for information will be determined by the Registrar who may, in appropriate circumstances, seek advice from the Registration Committee.