

## **GOVERNANCE PROCESSES**

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| <b>Policy Title</b>            | <b>Policy Number</b>     |
| Access to Registration Records | GP-19                    |
|                                | <b>Date of Approval</b>  |
|                                | May 13, 2015             |
| <b>Responsible Authority</b>   | <b>Date of Revisions</b> |
| CMLTM Council                  | December 14, 2016        |
|                                | <b>Page(s)</b>           |
|                                | 1 of 2                   |

### **Access to Registration Records**

The College of Medical Laboratory Technologists of Manitoba (CMLTM) must carry out its activities in a manner that serves and protects the Public interest. The CMLTM must ensure an applicant is qualified to practice as a Medical Laboratory Technologist (MLT), and is granted the appropriate permit to practice as specified in section 9(1) of the Medical Laboratory Technologist Act and section 4(1) of the Medical Laboratory Technologists Regulations.

#### **Responsibility**

The Registrar has the primary responsibility for the collection, storage, utilization, and dissemination of member records, and for ensuring that member records contain accurate information, that information in member records is not used inappropriately for a purpose other than which it was collected, and that the privacy of members and former members is not invaded through disclosure of information in member records to third parties without the necessary authorization. The Registrar will manage the collection, storage, utilization and dissemination of member records using the following guidelines.

#### **CMLTM Access to Member Records**

Employees/volunteers of the CMLTM are permitted access to information contained in member records if they need to know the information to perform their official duties. As a general rule, only employees/volunteers involved in some aspect of registration, renewal, Continuing Competency Program audits, or the complaints process are given access to the specific contents of member records that is required to complete the task.

The following information in member records may be accessed by CMLTM employees/volunteers as needed, but should not be treated as public: member name; member identification number; address; telephone number; e-mail address; employment information; and continuing education details. The following information in the member records may only be accessed, as needed, by the Registrar and registration office staff: birth date; information concerning citizenship or permanent residency; and information used during the application process.

The CMLTM complies with the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA) in undertaking its regulatory activities. Circumstances may arise where restricted information may be required in the performance of Council functions with government offices. Requests

for access should be made in writing to the Registrar, who may approve the request as permitted by FIPPA.

CMLTM has formal agreements to share information with the Office of the Manitoba Fairness Commissioner (OMFC), and Manitoba Health. Employees/volunteers with access to member and other records, which contain confidential information, will agree in writing to maintain the integrity and the confidentiality of those records.

### **Member Access to Information**

Members may inspect all documents contained in their own member record, with the understanding that they be kept confidential. Members may request that erroneous information contained in their member records be corrected and that recipients of any information found to be in error be advised of the correction. Members wishing to inspect their member record must make an appointment with the Registrar during normal business hours. Members may request copies of their records at a nominal cost to the member.