

## Routine Access Policy

### Policy Statement

Consistent with the spirit and intent of the Freedom of Information and Protection of Privacy (FOIPOP) Act, Events East Group will first respond to requests for certain categories of records by means other than requiring a formal application under the FOIPOP Act.

Events East classifies certain records as available through routine access subject to the limitations specified in this policy as listed in "Schedule A" which forms part of this policy.

### Purpose / Objectives

The purpose of this policy is to provide a pro-active approach to access to information that reflects the spirit of openness and accountability embodied in the FOIPOP Act; specifically to identify categories of records available on a routine access basis.

### **This Routine Access Policy shall be administered in accordance with the following principles:**

- A. **Third Party Privacy / Confidentiality:** Records classified as available on a routine basis will be reviewed for personal information, confidential business information and other information that may be exempted from disclosure in accordance with the FOIPOP Act and any such identified information may be severed from the record prior to disclosure.
- B. **Timeliness:** Events East shall apply best efforts to respond to routine access requests in a reasonable and timely fashion.
- C. **Transparency:** This policy shall be available upon request and posted on the Events East website.
- D. **Cost Recovery:** Fees for the reproduction and provision of records may be charged where authorized by policies, regulations or statutes.

## Application

### **This policy applies:**

To all staff and all records and categories of records designated under this policy as available on a routine access basis as listed in "[Schedule A](#)".

### **This policy does not apply to:**

- Records created prior to April 23, 2014
- Requests that comprise more than 50 pages of records whether made as one large request or a series of small requests by one Requestor or a group of associated Requestors.
- Requests that are unreasonable or requests of a repetitious, systematic, frivolous or vexatious nature, that in the opinion of the CEO, Events East, or his/her delegate constitute an abuse of the opportunity for access under the Routine Access Policy.
- Requests made under Routine Access for information subject to exemptions under the Act.

## Policy Directives

1. The Administrator will coordinate responses to routine access requests.
2. Routine access requests must be made in writing.
3. Staff who receive routine access requests must forward them without delay to the Administrator for response.
4. All FOIPOP applications will be screened to determine if they can be responded to entirely, or in part, through routine access. Therefore, no fees will be processed until this determination has been made.
5. Routine access requests will be tracked in accordance with requirements of Department of Justice.
6. The Routine Access Policy will be posted on the web through a link to the Department of Justice website containing all PNS Routine Access policies.

## Policy Guidelines

1. Whenever Events East receives a FOIPOP application or routine access request, the application / request will be reviewed against the list of records approved for routine access as listed in "[Schedule A](#)".
2. If the requested record is subject to this policy, as listed in "[Schedule A](#)", the Administrator will promptly have the requested record retrieved and sent to the Applicant / Requestor.
3. Best efforts will be applied to respond to routine access requests within 30 days of receipt of written application/request by the office of the Administrator.

4. If the record through routine access is not listed in "[Schedule A](#)", the Administrator will notify the Requestor and indicate what other avenues may be available to obtain the information, i.e. FOIPOP Application.

## Accountabilities

### **President & CEO, Events East**

- Overall management responsibility for the policy
- Champion annual review of the policy

### **Administrator**

- Day to day implementation of the policy
- Track routine access requests in accordance with Department of Justice requirements
- Monitor and report on compliance with the policy
- Evaluate the policy and make recommendations for the annual review

### **Employees**

- Forward routine access requests without delay to the Administrator for response
- Respond in a timely fashion to requests from the Administrator to locate and retrieve records requested under the routine access policy

### **Monitoring**

The Administrator will monitor compliance with the policy directives on an ongoing basis. The policy will be formally evaluated and reviewed on an annual basis by the President & CEO or his/her designate.

## References

- [Definitions](#) (see [Appendix 1](#))
- Section 2 of the NS FOIPOP Act (Schedule B)

## Inquiries

Inquiries made pursuant to this policy should be made in writing and addressed to:

FOIPOP Administrator  
Events East Group  
P.O. Box 955  
Halifax, NS B3J 2V9  
Tel: (902) 421 1302 X2790  
Fax: (902) 422 2922

**Approved By:** President & CEO, Events East Group

**Approval Date:** March 31, 2017

**Replaces:** N/A

**Last Review Date:** January 2020

**Next Review Date:** January 2021

## Routine Access Policy - Schedule A

### Routine Access Records

The following list includes those records and categories of records that have been classified under the Routine Access Policy as available on a routine access basis subject to privacy.

<b>Record Description*</b>	<b>Restrictions</b>
<b>FINANCIAL</b>	
Individual expense claims	A summary for a three month period within the current fiscal year for a maximum of three individuals in one department at any one time, subject to privacy issues.
Cost of renovations	For specific offices carried out within the previous six months - general expenses only, subject to privacy issues.
Cost of special or specific events	e.g., conferences, luncheons, workshops, training, etc. within three months of event having taken place. General information only, subject to privacy issues.
Cost of sending a delegation out of the province or out of the country	Information to be released by category i.e. travel, lodging, meals etc., subject to privacy issues.
Overtime expenditures	(Current year-to-date) for specific departments or divisions, subject to privacy issues.
Detailed expenditure reports	By category, (e.g. taxes, travel etc.) for a maximum of three per fiscal year, subject to privacy issues.
Contracts for goods and services	Subject to privacy issues.
<b>HUMAN RESOURCES</b>	
Generic information on benefits and hours of work	Usually in form of handbook
Secondment agreements	Both within government and outside government (excluding personal information), subject to privacy issues.
Organizational charts	Without names and subject to privacy issues.
Generic job descriptions and pay scales	Subject to privacy issues
Union vs. non-Unionized positions	Percentage of union vs. non-unionized positions
Personal Service Contracts	Personal service contracts of individuals not appointed pursuant to the Civil Service Act, excluding personal information and trade (service or product) secrets and subject to privacy issues.
Attendance management statistics	Statistical average for organization
Hiring process: - # of applicants for job for position - # of persons interviewed	Subject to privacy issues.

- Job posting
  - identity of selection panel
  - name of successful candidate, once offer has been accepted
- To persons interviewed only

**OPERATIONS**

Accountability Reporting Subject to privacy issues.

Quarterly Reporting Subject to privacy issues.

\* Does not apply to records created prior to April 23, 2014.