



## Office of the Information and Privacy Commissioner for Nova Scotia

### Consultation Request Form

**Instructions:** This form is intended to guide public bodies, municipalities and health custodians when requesting a consultation from the Office of the Information and Privacy Commissioner (OIPC) regarding access and privacy matters under the relevant legislation.

Please review our [Consultation Request Guidelines](#) prior to completing and submitting this form for important information on the consultation requirements, including timelines.

Do not include third party personal information on the form.

If you would like us to provide feedback, please complete this form and submit it along with your materials to our office for consideration via email to [oipecns@novascotia.ca](mailto:oipecns@novascotia.ca).

It is important to note that we can give you assistance, but we cannot design, approve or endorse a program or initiative.

**Notice:** We confirm that the assistance we provide in response to this consultation request is based on the information you have provided. The assistance we provide should not be treated as precedent setting or as a legal opinion. It is intended to assist and provide guidance to the public body, municipality and health custodian on what some of the relevant considerations are when coming to its own decisions. It remains the responsibility of each public body, municipality and health custodian to ensure that they comply with their responsibilities under the relevant legislation.

As an independent agency mandated to oversee compliance with the access and privacy laws of Nova Scotia, the Office of the Information and Privacy Commissioner for Nova Scotia cannot approve in advance any policy, practice, or proposal from a public body, municipality or health custodian. We must maintain our ability to independently investigate any complaints or requests for review. The contents of our response to a consultation do not fetter or bind this office with respect to any matter. Should an appeal of this matter or any matter that resembles these scenarios come to the OIPC as a review or complaint, we will keep an open mind and look at the matter with fresh eyes.

While we consider consultations confidential, we will share similar information about relevant considerations with an applicant or third party if they were to ask the same question. Should we receive a review or complaint, we will let the applicant or complainant know we were consulted on the matter prior to the decision being made and we will share the contents of the assistance given. If we are asked to publicly confirm whether we were consulted, it is the policy of this office to provide confirmation but not details of the substance of the consultation.

## Consultation Request Form

Organization requesting consultation:	
Organization File #:	
Contact Name:	
Job Title:	
Contact Direct Line:	
Contact Email Address:	
Deadline*:	

1. Describe the program, policy, initiative or issue:

2. What are you hoping to get out of the consultation process from our office? Please list all access and/or privacy related questions you have about the program, policy, initiative or issue:

3. Have you previously consulted with the OIPC on this program, policy, initiative or issue?

Yes

No

If yes, please provide a copy of the OIPC's response. If you did not receive a written response, please provide the date of the consultation and the name of the OIPC employee who responded to the consultation.

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\* Please see our [Consultation Request Guidelines](#) for important information on answering this question.

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4. Which of the following statutes are involved?

- Freedom of Information and Protection of Privacy Act (FOIPOP)
- Privacy Review Officer Act (PRO)
- Part XX of the Municipal Government Act (MGA)
- Personal Health Information Act (PHIA)
- Other

5. What section(s) of the legislation apply to your situation?

6. If applicable, please review our past [reports](#) on this issue and list any you have reviewed regarding this consultation\*:

7. Please review all relevant [tools and guidance](#) on our website and list any you have reviewed regarding this consultation\*:

8. The OIPC periodically offers access and privacy training. Are you interested in attending future training sessions?

Yes

No

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\* Please see our [Consultation Request Guidelines](#) for important information on answering this question.