

Access to Records Requests

The Nova Scotia Registered Barbers Association will provide an applicant with access to records held by the Nova Scotia Registered Barbers Association that are related to the applicant's application.

Request

- Requests for access to an applicant's records must be made to the Registrar in writing.
- Written requests may be made to the Registrar by email.
- Requests for access to an applicant's records must be made by the applicant him/herself.

Timing

- The Nova Scotia Registered Barbers Association will respond to an applicant's request for access to their records within 30 days of receiving the applicant's request.
- Where an applicant's request for access to their records cannot be accommodated within 30 days, the Nova Scotia Registered Barbers Association shall inform the applicant of the timeframe when their records will be accessible, such timeframe not to exceed 60 days from the date of the applicant's request.
- The Nova Scotia Registered Barbers Association will retain copies of records relating to an applicant for the duration that the applicant is an active member of the NRSBA and up to five years following the last membership payment.
- The Nova Scotia Registered Barbers Association will retain copies of records relating to an applicant's application for 5 years following receipt of a completed application.
- The Nova Scotia Registered Barbers Association will retain copies of records relating to an applicant's application for 5 years following the date a registration decision was issued.

Exclusions

- The Nova Scotia Registered Barbers Association will not provide access to the following documents that may form part of an applicants record:
 - Documents subject to legal privilege,
 - Reference letters, unless the provider of the reference letter explicitly authorizes that the letter be disclosed,
 - Documents that are prohibited from disclosure pursuant to an Act or Regulation,
 - Documents that are prohibited from disclosure by a court order or order of a quasi-judicial tribunal,
 - Documents that could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or
 - Documents the could negatively affect public safety or could undermine the integrity of the registration process

Access

- The Nova Scotia Registered Barbers Association will provide copies of an applicant's records by mail or electronically as requested by the applicant.

Fees

- The Nova Scotia Registered Barbers Association will charge a flat fee of \$25, as the cost of gathering and preparing an applicant's records to be released.

Corrections

- If an applicant believes the information held by the Nova Scotia Registered Barbers Association is inaccurate, the applicant may request that the Nova Scotia Registered Barbers Association correct its records by making a written request to the Registrar with documentation supporting the applicant's request.