

## 4.5 Freedom of Information and Protection of Privacy (FOIPOP) Requests

### Policy Statement

All FOIPOP Administrators in Nova Scotia government departments, agencies, boards, and commissions that are connected to the government local area network, i.e., those within the firewall, are required to enter information regarding each FOIPOP application received on the Nova Scotia government FOIPOP Tracking System as soon as possible after receipt of the application.

Information, entered on the application description field, should not identify any applicant or third-party personal information that is not third party information which is a matter of public record, in noting the information being requested.

### Enquiries

FOIPOP Coordinator  
Department of Justice  
(902) 424-2719

or

Treasury and Policy Board  
(902) 424-8910

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*Approved by: Priorities & Planning Secretariat*

*Most recent review: January 8, 2005*

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