

Routine Access Policy of the NS Public Service Commission

1. POLICY STATEMENT

This Routine Access policy for the Public Service Commission is designed to provide persons with an opportunity to obtain certain categories of records without having to submit a *Freedom of Information and Protection of Privacy Act* Application. It shall be administered in accordance with the following principles:

a) Personal Privacy

Records containing the personal information of third parties as defined in the *FOIPOP Act* will not be disclosed by the Public Service Commission outside the *FOIPOP Act*, unless the personal information has been severed.

b) Timeliness

The Public Service Commission will respond to any Routine Access requests in a reasonable and timely fashion.

c) Cost Recovery

Fees for the reproduction and provision of records may be charged where authorized by policies, regulations, or statutes.

d) Transparency

This policy shall be made readily available to the public.

e) Reasonableness

This policy shall apply to requests for reasonable quantities of records.

1. DEFINITIONS

Routine Access is the routine or automatic release, in full or in part, of certain types of administrative or operational records as a matter of course in response to a request without the need for a formal application for records under the *FOIPOP Act*.

Active Dissemination is the periodic and proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc.

FOIPOP Access is the release of a record in response to a formal FOIPOP application made under the *Freedom of Information and Protection of Privacy Act*.

A Record "includes books, documents, maps, drawings, photographs, letters, vouchers,

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papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records". (clause 3(1) (k) *FOIPOP Act*)

2. POLICY OBJECTIVES

The objective of this policy is to facilitate the accessibility of certain records routinely without additional administrative time being required of staff to fulfill Routine Access requests. It is also to provide a greater certainty of access for those requesting information, and reflect the spirit of openness and accountability of the FOIPOP legislation.

3. APPLICATION

This policy applies to all staff of the Public Service Commission, and to all records designated under this policy in accordance with the attached schedule.

This policy shall apply only to requests for reasonable quantities of records and shall not apply to a request for more than 50 pages of records in a particular category and/or time period. Repetitive requests by an individual for significant volumes of records or the separation of a request into several small requests totalling a large volume, shall not be subject to the policy. It is important to ensure that the application of the Routine Access policy of the department not unduly interfere with the day-to-day operations of the department.

Requests made under Routine Access do not apply to information subject to exemptions under the Act.

Routine Access requests only apply to information created after October 23, 2003.

Personal information will be severed with the same criteria and in the same manner as requests made under the FOIPOP Act.

4. POLICY DIRECTIVES

All staff of the Public Service Commission will be advised of the policy coming into force.

The Public Service Commission's Routine Access policy will be posted on the Commission's website.

Routine Access requests will be directed to the Corporate FOIPOP administrator, Treasury and Policy Board for response.

Staff are to keep track of requests made under the Routine Access policy for compliance and auditing purposes.

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5. POLICY GUIDELINES

When a request for Routine Access to a particular record, or set of records, has been received by the Public Service Commission, it shall be directed to the Corporate FOIPOP administrator, Treasury and Policy Board to coordinate a response.

The request shall be reviewed to determine if the records are within the schedule of those designated.

If the policy does not apply to the request, a response to the requester shall be provided promptly and shall indicate what other avenues may be available to obtain the information (e.g. FOIPOP Application).

If the policy applies to the request, the records shall be provided to the applicant within a reasonable period of time, but no later than 30 days from receipt of the request.

Staff will inform the FOIPOP administrator of any requests made under the Routine Access policy for the purposes of compliance and audit.

6. ACCOUNTABILITY

The Commissioner of the Public Service Commission shall be accountable for the implementation of this policy.

7. COMPLIANCE

The Commissioner of the Public Service Commission shall be responsible for ensuring the compliance with this policy.

8. EVALUATION

The Routine Access Program established under this policy shall be evaluated on an annual basis by the FOIPOP administrator.

9. REFERENCES

Freedom of Information and Protection of Privacy Act

10. ENQUIRIES

email: PSC-Routine-Access@gov.ns.ca

FOIPOP administrator 424-4879

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11. APPENDICES

Schedule 1: Information available under the Public Service Commission's Routine Access policy

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Schedule 1: Information available under the PSC's Routine Access policy

Contact: Email (PSC-Routine-Access@gov.ns.ca)
FOIPOP administrator (902) 424-4879

HR Information

Organizational charts with position titles

Generic information of benefits and hours of work

Personal service contracts of individuals not appointed pursuant to Civil Service Act (excluding personal information and trade (service or product) secrets)

Secondment agreements, both within and outside government (excluding personal information)

Position job descriptions, pay scale, classification of positions (unionized, non-unionized)

Adjudication decisions

Corporate attendance management statistics

Selection and Hiring process:

- # of applicants per competition

- # of persons interviewed / eligible for interview

- screening criteria contained in the job posting

- identity of selection panel (to person interviewed only)

- name of successful candidate, once offer of employment has been accepted

Other Information

Individual expense claims (3-month period in current fiscal year, maximum of 3 individuals)

Contracts for goods and services

Cost of renovations for specific offices (carried out within the previous 6 months)

Cost of special or specific events (conferences, luncheons, workshops, training within 3 months of event having taken place)

Cost of sending a delegation out of the province or out of the country

Expenditure reports, by budget subject category (e.g., salaries, travel, etc) for a maximum of three items per fiscal year

Final audits by Corporate Internal Audit (Department of Finance)

Ministerial monthly expense summary