

Operating Guideline # 1505

Release of Information

October 1, 2020



PURPOSE:

The purpose of this Operating Guideline (OG) is to establish guidelines for the release of information.

ISSUE/RATIONALE:

Federal and Provincial “freedom of information” legislation places strict parameters on the release of and access to private information collected by the fire department during the course of its operations. Inadvertent release of privileged information can cause the department to be in violation of this legislation and subject the department to criticism or even litigation.

GUIDELINE:

1. All requests for information related to any fire department matter shall be referred to the Fire Chief. The request shall be in writing and shall outline in detail the requested information.
2. No personnel, other than the Fire Chief or his/her designate, shall release any information, documents or copies of documents regarding any facet of fire department operations to any external person or agency.
3. The release of information shall be in accordance with the Federal and Municipal Freedom of Information legislation and corporate policy.

RESPONSIBILITY:

It is the responsibility of all firefighting staff to comply with the provisions of this Operating Guideline.

REFERENCES:

N/A