



Fire Inspectors Association of Nova Scotia

PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

Records Retention policy

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that individual privacy is respected in all aspects of its operation. FIANS also is committed to ensuring that records are kept/destroyed in keeping with best practices in the not for profit sector. In particular, FIANS is conscience of and respects the confidentiality around exam results for participants in their professional studies program.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that all FIANS members and other participants in the professional studies program are aware of the record retention policy with regard to all personal and financial information and course materials;
- 2.2 To employ best practices with regard to record retention;
- 2.3 To limit the risk to the Association with respect to retention of confidential documents.

3.0 PROCEDURE

- 3.1 Personal information provided to FIANS related to financial matters (i.e. credit card information) will be destroyed immediately after use.
- 3.2 Personal information required to apply for membership or the Association bursary (i.e. address and phone numbers) will be retained indefinitely by the Association.
- 3.3 Exams will be kept separate from the exam key in order to protect the confidentiality of the marks.
- 3.2 Exams will retained for a period of three months after participants have been advised of whether they have passed or failed. If there is a need for a rewrite or if there is an appeal of the mark, exams will be retained for a period of three months after the rewrite or after the outcome of the appeal is communicated to the participant.
- 3.4 All personal information, including exams, will be stored in a secure location accessible only by the senior staff person of the Association.
- 3.5 No notification of destruction will be communicated to members or other individuals however a log will be kept for FIANS records.

Prepared December 15, 2011

Approved by the Board of Directors December 15, 2011

“Dedicated to saving lives and property through the prevention of fires”