

Requests for Information Contained in a Child and Family Services File

The Child Protection Worker shall refer requests for information with respect to the content of a child and family services file to the Department of Health and Social Services' Records Management Coordinator within five (5) days of receiving a request.

REFERENCE

NWT Child and Family Services Act, sections 71, 74

PURPOSE

- To ensure all requests for information under *Child and Family Services Act* are processed in accordance with the *Act*, while protecting privacy.

PROCEDURE

1. Provide the person making the request with the *Information Request form*.
2. Forward all completed *Information Request forms* to the Records Management Coordinator within five (5) days of receiving the completed form.
3. Refer all persons making a request who have not provided a completed form to the Records Management Coordinator.
4. Refer all questions, concerns or comments regarding accessing information potentially contained in Child and Family Service files to the Records Management Coordinator.

FORMS

- Information Request

TOOLS

- None

Effective Date:
April 1, 2015

Director of Child and Family Services

