



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 is also 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 educational programming.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that all FIANS members and other participants in the FIANS educational programming 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 for both digital and paper records;
- 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 and / or the Alfred J Doucet 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.
- 3.4 Exams will be 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.
- 3.5 Assignments for the Introduction to Fire Inspections program will be kept for a period of three months after participants have been advised that they have completed the program in its entirety. If during that three month period, there is an appeal, the assignments will

be retained for a further period of three months after the outcome of the appeal is communicated to the participant.

- 3.6 All personal information, including exams, will be stored in a secure location accessible only by the senior staff person of the association.
- 3.7 No notification of destruction will be communicated to members or other individuals.
- 3.8 Individuals wishing to have access to their personal file must make a request in writing to the senior staff person of the association. A viewing time will be set up that is mutually convenient to both parties.
- 3.9 No one individual will be given access to view another individual's file without the express consent in writing of this said person. Consent will be confirmed verbally by the senior staff person of the association.
- 3.10 All records as described herein are destroyed by the senior staff person of the association at the appropriate time based on this policy. Records are shredded or erased depending on their format.

Approved February 2025 by the Board of Directors