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## Client Information Protection Policy

A critical part of the assessment of facilities to accreditation standards involves the review of evidence including documents and records submitted by the facility. Ongoing monitoring of accreditation compliance is conducted between on-site assessments through the use of proficiency testing and quality assurance records and associated investigations and reports. Where this information is reviewed at the facility, it

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Information on the Accreditation Certificate (dates, program, modalities/disciplines, scope of accreditation)	Public (DAP section of the	DAP database for accreditation maintenance permanent retention
Facility self-assessment  DAP on-site assessment	Any records in the custody or under the control of the College are subject to disclosure [with limited exceptions] and protection provisions of the FIPPA.	Retained securely in accordance with College Records Retention and Disposition Schedule (RRDS).
Documents and records submitted as evidence (pre-or post-assessment)		
Proficiency testing and quality assurance records (monitoring process)		
Facility self-assessment	Records will be disclosed when required by law. Where such disclosure is required, the diagnostic service will be informed.	

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1. ISQua International Standards for External Evaluation Organizations, 4th Edition, Standard 1.7 ©2019

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