

Table CR:XX – Policy Number CR:XX – Disclosure of Personal Information by the Chief of Police

CR:XX DISCLOSURE OF PERSONAL INFORMATION BY THE CHIEF OF POLICE	
LEGISLATIVE REFERENCE / AUTHORITY	<i>Community Safety and Policing Act, section 38(1)(c); section 80; O. Reg. 412/23</i>
DATE APPROVED	XX
DATE REVIEWED	N/A
DATES AMENDED	N/A
DATE TO BE REVIEWED	2027
REPORTING REQUIREMENT	N/A

LEGISLATIVE REFERENCE / AUTHORITY

Section 38(1)(c) of the *Community Safety and Police Act* states that a police service board shall establish a policy respecting the disclosure by the chief of police of personal information about individuals.

BOARD POLICY

The Ottawa Police Service Board will ensure that the Ottawa Police Service establishes a policy which states the guidelines and conditions under which the Chief of Police, or a designated representative, may disclose personal information about an individual.

The Service policy will contain the following elements:

1. **Authority:** The Chief of Police, or a person designated by the Chief, may disclose personal information about an individual, but must adhere strictly to the regulations governing such disclosures.
2. **Purpose.** Disclosures by the Chief of Police must serve one or more of the following purposes:
 - (a) **Protection of the Public:** Ensuring the safety and security of the community from potential threats.

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- (b) **Protection of Victims:** Safeguarding individuals who have been victims of crime.
 - (c) **Information for Victims:** Providing victims with necessary information about the law enforcement, judicial, or correctional processes related to the crime.
 - (d) **Law Enforcement:** Facilitating the investigation, prevention, and solving of crimes.
 - (e) **Correctional Purposes:** Supporting the rehabilitation and management of offenders.
 - (f) **Administration of Justice:** Assisting in the fair and efficient operation of civil legal proceedings and the justice system.
 - (g) **Legal Compliance:** Enforcing and ensuring adherence to federal and provincial laws.
 - (h) **Public Information:** Keeping the public informed about law enforcement, judicial, or correctional processes concerning individuals.
3. **Conditions.** Disclosures must be made with care for individuals' privacy rights, ensuring that only the necessary information is shared, and only to those on a need-to-know basis.
4. **Reporting.** The Board may request periodic reports from the Chief of Police regarding the operation of the Service policy.