

## **Nova Scotia Institute of Agrologists Access to Records Request Policy**

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The Nova Scotia Institute of Agrologists will provide an applicant with access to their records related to their application upon request.

### **Requests**

Requests must be made in writing by the applicant themselves. Email requests are permitted from a verified email account.

- A verified email account is one already used to communicate with the applicant prior to this record request.

### **Timing**

The Nova Scotia Institute of Agrologists will respond to the applicant's request within 10 business days of its receipt.

- Where an applicant's request cannot be completed within 10 business days the Administrator will inform the applicant of the timeframe when their records will be accessible, such timeframe is not to exceed 4 weeks from the date of the applicant's request.
- The Nova Scotia Institute of Agrologists will retain copies of records relating to an applicant's application for the length of time that applicant is a member of the Nova Scotia Institute of Agrologists.

### **Access**

The Nova Scotia Institute of Agrologists will provide a copy of the applicant's official document by the same method the request was received, either mail or email.

### **Fees**

There are no fees associated with requests for records

### **Corrections**

If the applicant believes the information held by the Nova Scotia Institute of Agrologists is incorrect they may make corrections up to twelve (12) months from the initial application date.