

RULE 11: Access to Date of Birth Information

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Purpose

This rule establishes the conditions under which the Police Review Commission (PRC) may access and use complainants' date of birth (DOB) information within the Case Management System (CMS).

Legislation

- **Section 42.1(4)(g) of the Police Act**
 - A complaint must be made in writing or in a manner that the chief executive officer considers appropriate and must include the following information:
 - (g) any other information prescribed in the regulations.
- **S.(6)(2)(c)(iii) of the Police Conduct and Oversight Regulation**
 - The chief executive officer may establish rules governing the complaints procedure, including the collection of socio-demographic and race-based data in relation to the submission of complaints.

Rule

1. The PRC Case Management, Resolution and Investigations Branch may access the date of birth of complainants as part of the complaint process through the CMS.
2. DOB must be accessed only where it is required to support operational duties, including:
 - a. confirming the identity of complainants
 - b. determining whether the complainant is a minor
3. The PRC's Case Management, Resolution and Investigations Branch must take reasonable steps to ensure DOB is:
 - a. protected from unauthorized access;
 - b. not disclosed in error or in any correspondence; and
 - c. only used in accordance with this Rule and privacy legislation.