

Child and Family Services PROGRAM STANDARDS MANUAL	Section: 573	Effective: Oct 1/88 Revised: Dec 1/99	Page: 1
Subject: RELEASE OF NON-IDENTIFYING INFORMATION			

Non-identifying information is provided only upon receipt of a written request from an individual entitled to receive such information under subsection 104(2) of *The Adoption Act*.

STANDARDS

573.1 Identity verification

The Director or the agency ensures there is adequate information to verify the identity of the individual requesting information.

573.2 Access to files

The Director assists staff of the agency to access the file containing the information requested.

573.3 Presentation of information

Non-identifying information is prepared in writing for the applicant, in accordance with procedures approved by the Director.

If possible, the information is shared with the applicant in person, particularly if highly sensitive information is included.

573.4 Absolute Adoption files

A copy of the non-identifying information given to the client is sent to the agency holding the absolute adoption file.