

**DIRECTIVE 2/2000**  
**INFORMATION, SCIENCE AND TECHNOLOGY AGENCY DEPUTY MINISTER AND CHIEF**  
**INFORMATION OFFICER**

**TO:** DEPUTY MINISTERS  
DIRECTORS/MANAGERS OF INFORMATION AND PRIVACY

**SUBJECT: INFORMATION SHARING**

The purpose of this Directive is to require Ministries to develop and maintain, where appropriate, information sharing agreements for personal information exchanges outside the immediate program area. This requirement is to ensure compliance with the *Freedom of Information and Protection of Privacy Act* (the FOIPP Act). This Directive is also to instruct ministries that they must provide an interim report on information sharing agreements by October 30, 2000, and an annual report and work plan at the end of each fiscal year thereafter.

**POLICY/PROCESS DIRECTION:**

Ministries will develop, where appropriate, information sharing agreements to cover personal information exchanges outside the immediate program area and these agreements must contain a compliance review requirement and schedule. The Corporate Privacy and Information Access Branch (CPIAB) will provide policies, procedures and approved templates for these agreements; a Privacy Impact Assessment Form to assist in developing the agreements; and expertise as needed.

It is important to note that information sharing agreements would normally be required in instances where there is a regular and systematic exchange of personal information, i.e., an expectation of an on-going sharing for program purposes. Specific and non-regular requests for personal information would usually be handled on a case-by-case basis and documented separately, e.g., a law enforcement request to assist in a specific investigation. A corporate agreement or checklist might be developed to assist ministries for the latter type of requests.

In order to maintain a registry of all ministry personal information sharing agreements and a Corporate Annual work plan for developing new agreements, each ministry will provide, in a prescribed format, the following information to the Corporate Privacy and Information Access Branch (CPIAB): Interim Report (one time only) - by October 30, 2000:

- a list of personal information sharing agreements existing under the jurisdiction of the ministry.
- a list of all information exchanges for which information sharing agreements are required but there are none yet in place, as well as a plan for preparing the appropriate agreements with timelines for completion; and,
- a list of compliance reviews completed during fiscal year 1999/2000 (as per the agreements) and a plan of reviews to be conducted in the remaining part of this fiscal year.
- Annual Report - at the end of each fiscal year:
- a list of personal information sharing agreements existing under the jurisdiction of the ministry;
- a list of all information exchanges for which information sharing agreements are required but there are none yet in place, as well as a plan for preparing the appropriate agreements with timelines for completion; and,

- a list of compliance reviews completed during fiscal year 1999/2000 (as per the agreements) and a plan of reviews to be conducted in the remaining part of this fiscal year.

**APPLICATION:**

This Directive applies to all ministries.

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Deputy Minister and  
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