

Policy Title	Policy No:	Data Disclosure Policy
Policy Owner	Strategy and Stakeholder Relations	
Approval Date	December 20, 2012	
Review Date	August 14, 2014	
Date of Next Review	August 14, 2016	

1.0 Purpose

The purpose of the Data Disclosure Policy is to establish a clear and consistent framework for disclosing data to the public. This policy supports the goal of assisting property owners in understanding the Nova Scotia Assessment Act and the assessment process in general.

The PVSC provides access to select property-related assessment information, with the goals of:

- Increasing transparency and accountability;
- Improving the quality of data;
- Improving service to the public; and
- Empowering citizens and supporting greater public engagement.

2.0 Application

This Policy applies to all PVSC offices and employees. It does not apply to data that is exempt under the *FOIPOP Act*, including but not limited to:

- Personal information or information that could lead to the identification of an individual;
- Confidential information or information that may harm a third party's business interests;
- Information that if disclosed to the public may threaten the safety or mental or physical health of a person or the safety of the public.

This Policy does not replace or limit an individual's right of access to information or the PVSC's obligations under the *FOIPOP Act*.

3.0 Policy Directives

3.1 Data Disclosure for Public Access

The PVSC makes data available to the public on the PVSC website where the PVSC determines that the data:

- Is of interest or useful to the public;
- Is reviewed for privacy, security, copyright or other risks;
- Meets the criteria and can be released under the *FOIPOP Act*; and
- Is prepared and made available in accordance with PVSC procedures.

Requests for all other data, including bulk sales data and historical assessment values, should be directed to the Geographic Information Services (GIS) Division of the Office of Service Nova Scotia.

3.2 Data Disclosure for Property Owner Access

The PVSC makes data available to property owners for the purpose of helping them to better understand their property assessment. This data is accessible through the PVSC website, once a property owner enters the unique Assessment Account Number (AAN) and Personal Identification Number (PIN) printed on their assessment notice. Upon request, PVSC may also provide owners with data related to their property from the 2008 assessment year (the date of PVSC’s incorporation) onwards.

4.0 Roles and Responsibilities

The CEO of PVSC is responsible for:

- Ensuring data is disclosed in accordance with the Data Disclosure Policy;
- Approving new categories of data to be disclosed under the Data Disclosure Policy;
- Designating a single point of contact to respond to inquiries related to this policy;
- Approving procedures or guidelines to support the policy; and
- Ensuring the Data Disclosure Policy is reviewed and updated on a regular basis.

5.0 Compliance

PVSC staff are responsible for complying with the Data Disclosure Policy. All questions and concerns regarding the release of information should be directed to PVSC’s designated FOIPOP Officer.

6.0 Legal Authorities

PVSC Act
NS FOIPOP Act

Assessment Act
Municipal Government Act

<p>Approved by:</p> <p>Kathy Gillis</p>	<p>Date:</p>
---	---------------------