



Policy Title	Interim Data Disclosure Policy
Approved by	Kathy Gillis, CEO, PVSC
Effective Date	December 20, 2012
Next Review Date	December 2013

1.0 Preamble

The PVSC's vision is for their clients and partners to recognize them as the best provider of market valuation and property related services. The PVSC is providing more access to property-related assessment information, with the goals of:

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

2.0 Purpose

The purpose of the Data Disclosure Policy is to provide the public with access to property-related assessment data to support the goal of assisting the public to achieve a consistent understanding of the Nova Scotia Assessment Act and the assessment process in general

3.0 Application

This Policy applies to:

- All PVSC offices and employees

This Policy does not apply to data that is exempt under the *FOIPOP Act*, including:

- 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 and the release of which may result in similar information no longer being provided to PVSC;
- 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*.

4.0 Policy Directives

4.1 Open Information

The PVSC makes certain data available to the public on the PVSC website where 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 may be released under the *FOIPOP Act*, without a breach of privacy under the *FOIPOP Act*,
- Is prepared and made available in accordance with PVSC procedures.

4.2 Data Disclosure by Self-Service

The PVSC makes certain data available to individuals who are property owners by posting it to the PVSC website and making it available in a report. This information is only to be accessible once the property owner enters a Personal Information Number (PIN) on the website. The PIN is printed on the property owners' assessment notice.

4.3 Data Disclosure by Request

The PVSC makes certain data available on an *ad hoc* request basis from property owners and municipal units. PVSC is currently reviewing all other 3rd party requests (i.e. business) with Service Nova Scotia and Municipal Relations as per its Memorandum of Understanding and Service Level Agreement dated December 15, 2009. There may be fees associated with the preparation and release of this data.

5.0 Roles and Responsibilities

The CEO of PVSC is responsible for:


- Ensuring data is disclosed in accordance with the Data Disclosure Policy,
- Approving exemptions to the policy where criteria are met,
- 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.

6.0 Compliance

PVSC staff are responsible for complying with the Data Disclosure Policy.

7.0 Legal Authorities

PVSC Act *Assessment Act*
NS FOIPOP Act *Municipal Government Act*

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