



Withholding Information From Disclosure on PEO’s Public Directories Policy	Date of Policy: November 17, 2017
	Approved by: Council
	Review Date: November 2019

Policy Statement	PEO will withhold information from disclosure on public directories where there are reasonable grounds to believe that disclosure may jeopardize the safety of an individual.
Purpose	The purpose of the policy is to protect individual safety.
Application and Scope	This policy applies to information disclosed through any of PEO’s public directories.
Definitions	Public Directory – a public directory is any document whether in hardcopy or electronic format designated by PEO to be a directory that discloses information associated with a specific person who is a holder of a licence or certificate of authorization, or engineering intern (EIT) that is made accessible to any member of the public.
Policy specific issues or considerations	This policy is designed to balance Council’s determination that information should be available to the public in order for PEO to uphold the Principal Object of the <i>Professional Engineers Act</i> as well as to maintain transparency and openness in its regulatory activities with the flexibility and compassion to protect individual safety when necessary.
Procedures	<p>The Registrar has the authority to remove or withhold information from any of PEO’s public directories where the Registrar receives a request in writing with supporting documentation acceptable to the Registrar that there is reasonable grounds to believe that disclosure of the information may jeopardize the safety of an individual.</p> <p>Supporting documentation can include police reports and court documents such as bail or restraining orders.</p> <p>Where information has been withheld from any of PEO’s public directories, the Registrar shall seek from the individual who’s information has been withheld, confirmation that the information should continue to be withheld. Such confirmation is to occur annually on the anniversary of the request for withholding information being granted by the Registrar and be supported by documentation acceptable to the Registrar that there continues to be</p>

	<p>reasonable grounds to believe that disclosure of the information may jeopardize the safety of an individual.</p> <p>In addition to the information withheld under the Expanded Public Information Model (EPIM), (e.g. home address, home telephone number, home email address, work facsimilie number, work email address, date of birth, year of birth), the Registrar may grant the withholding of an individual’s business contact information (e.g. employer’s name, work address and work telephone number) and chapter affiliation.</p>
Other Policies	<p>PEO’s Privacy Policy Expanded Public Information Model (EPIM)</p>
Responsibility	<p>The Registrar has responsibility for the administration of this policy.</p>