



St. Thomas Police Service

BOARD POLICY

Subject:	Disclosure of Personal Information
Policy Number:	AI-028
Effective Date:	April 1, 2024
Reviewed:	April 22, 2026
Authorized:	Police Services Board

AUTHORITY/LEGISLATIVE REFERENCE

- *Community Safety and Policing Act, 2019*
- *Ontario Regulation 412/23 – Disclosure of Personal Information*

POLICY STATEMENT

The St. Thomas Police Services Board prioritizes the safety of the community as the foremost consideration in decision-making. When determining whether to disclose personal information, the Board recognizes the need to balance public safety, the protection of victims, and the public interest with the privacy rights of individuals.

The Board expects that the St. Thomas Police Service will maintain the confidence of the community by ensuring that disclosures of personal information are made lawfully, consistently, and in a manner that is transparent and defensible.

POLICY APPLICATION

It is the policy of the Board with respect to the disclosure of personal information that:

1. the Chief of Police shall ensure compliance with section 80 of the Community Safety and Policing Act and Ontario Regulation 412/23;
2. the Chief of Police shall establish procedures governing the disclosure of personal information that:
 - a. ensure decisions are based on public safety, protection of victims, law enforcement needs and the administration of justice;
 - b. ensure that disclosures are reasonable, necessary and proportionate in the circumstances;
 - c. establish criteria and processes for determining when disclosure is appropriate;
 - d. address the provision of information to victims of crime and the public;

- e. ensure that disclosures do not compromise investigations or the administration of justice; and
 - f. ensure appropriate documentation, oversight and review of disclosure decisions;
3. the Chief of Police shall ensure that members receive guidance and training respecting disclosure obligations and privacy requirements;
 4. the Chief of Police shall report to the Board on matters of significant public interest arising from the application of this policy.