



No. DG-01

**Title: DIRECTIVE CONCERNING
THE RELEASE OF CONFIDENTIAL INFORMATION
IN ORDER TO PREVENT ACTS OF VIOLENCE, INCLUDING SUICIDE**

CLASSIFICATION: DIRECTOR GENERAL
FIRST ADOPTED: Fall 2002

Purpose

The purpose of this directive is to establish, in conformity with the stipulations of the last paragraph of article 59.1 of the Act respecting Access to Documents held by Public Bodies and the Protection of Personal Information, the conditions under which confidential information may be released in order to prevent acts of violence, including suicide.

Scope

This directive applies to employees of Dawson College, including the Director General, the Academic Dean and management personnel.

Release of Confidential Information

Employees of Dawson College who possess confidential information may, in the circumstances and under the conditions outlined below, release this information without the consent of the person concerned and without any other form of authorization.

Objective

The release of information must have as its objective the prevention of an act of violence, including suicide.

Conditions

To justify the release of information, the circumstances surrounding the said act of violence must fulfil the following conditions:

- the act of violence could cause death or serious injury;
- the person or the group of persons threatened must be identifiable;
- the dangerous situation to which these persons are exposed must be imminent.

Decision criteria

The decision to release information must be founded on the existence of a reasonable belief that the conditions described above are met.

In case of uncertainty on the seriousness of the dangerous situation or on the action to take, an employee may consult with a confidant. Also, an employee should not hesitate to consult with his/her immediate or hierarchical superior, with a colleague or with the Director of Corporate Affairs.

Information to be released

Only information essential to the prevention of the act of violence may be released. These include, notably, the identity and address of the person in danger and that of the person who uttered the threats, as well as the nature of these threats and the circumstances under which they were uttered.

Recipient of the information to be released

Depending on the circumstances, information may be released to the following:

- the person or persons exposed to danger (in this case, the employee may, as necessary, inform someone who can assist this person or persons or ensure their security);
- the person's representative (the representative can be a parent or, in the case of a group of persons, their director);
- any person who can ensure their security. This includes, notably, police officers, suicide prevention centres, centres that provide help and support to victims of violence, a CLSC or the director of youth protection.

Procedures to be respected

When an employee releases confidential information under the terms of this directive, he/she must, within a reasonable delay, inform the Director of Corporate Affairs who will record, in a register set up for this purpose, the following information:

- the date the employee was made aware of the dangerous situation;
- a description of the dangerous situation and the circumstances of the employee's involvement;
- the confidential information released;
- the name of the employee who released the information;
- the name of the person to whom the information was released.