Manual Part: Information Services (IS)	Policy Number: IS2PO	Alberta Policing Standards: SS 8.8

Disclosure of Information Policy

Purpose:

To set out the principles governing the disclosure of information to individuals and groups external to the EPS in accordance with legislative and regulatory requirements and in a manner that is in accordance with adopted best practices.

Statement of Principle:

Information that is collected, generated, and used in the course of EPS business must be safeguarded against improper disclosure and must only be disclosed for legitimate and necessary purposes and with appropriate authority. To constitute a disclosure, information need not be released; equally improper is providing an indication of the absence of information or enabling a conclusion to be drawn from the lack of a response. The EPS and its members are accountable for maintaining the security of EPS's information by limiting its disclosure through the use of effective safeguards.

Definitions:

Definitions listed in this section apply to this document only with no implied or intended organization-wide or EPS Policy and Procedure Manual wide use.

Information – Operational and administrative intelligence, knowledge, or data, regardless of how it is stored, kept, or shared. Information may or may not be captured in a record and includes electronic data, written or printed information, and verbal conversation.

Record – A record of information in any form. A record includes but is not limited to notes, images, audio visual recordings, audio recordings, documents, maps, drawings, photographs, letters, vouchers, forms, Lync and SMS messages, and papers and any other information that is written, photographed, or recorded and stored in any manner.

Police Information (Also Operational Information) – Any information, recorded or otherwise, that is associated with an investigative file, event or Occurrence Number.

Policy Statement:

A. Principles of Information Disclosure:

1. Members must only disclose information if the disclosure is part of that member's specific job duties and then only disclose what is reasonable and necessary to carry out the purpose of the disclosure.

2. Even when the disclosure of information is part of a member's specific job duties, information should not be disclosed if disclosure would:

    a. be detrimental to law enforcement or officer safety such as revealing police tactics or covert police investigative techniques,

    b. harm or prejudice an ongoing investigation,

    c. harm or prejudice an ongoing prosecution,

    d. jeopardize the safety of witnesses or any other party involved in an investigation,

    e. identify an undercover operative or agent,

    f. reveal youth records,

    g. reveal legal or informant privilege,

    h. be contrary to any legislation, and

    i. be contrary to EPS policy and procedure, in particular, **IS9PO Information Security Policy** and **IS9-1PR Security Classification of Information Procedure**.

3. Exceptions to A.2. may be made if the disclosure is required by law and/or is approved by a member of Legal Advisors Section (LAS).

4. If a member receives a request for information that would require disclosure outside of their normal job duties, that request should be forwarded in accordance with Section C.

B. Proactive Disclosure of Police Information:

EPS may proactively disclose police information to members of the public, in accordance with **IS2-3PR Proactive Disclosure of Police Information Procedure**, in the interests of security and safety in the following circumstances:

1. notification to employers of charges against employees,

2. information disclosed under the Duty to Warn Protocol,

3. disclosure of information regarding the release of high-risk offenders, and

4. disclosure of information, collected pursuant to the *Identification of Criminals Act*, in support of the execution or administration of the law.

C. Requests for Information Disclosure:

Requests for information disclosure must be forwarded as follows for evaluation and response:

1. *Access to Information Act* (*ATIA*):

   All requests made pursuant to the *ATIA* must be forwarded to Information and Privacy Unit (IAPU) to be responded to in accordance with **IS2-1PR Access to Information Act (ATIA) Procedure**.

2. Crown Prosecutor Disclosure:

   Information Management Approval Centre (IMAC) is responsible for facilitating the disclosure process in accordance with **OP10-6PR Reports and Court Processes Procedure**.

3. Interviews of Sworn Members by Lawyers Not Representing the Crown or by Any Other Party:

   a. No member can meet with a lawyer who does not represent the Crown to discuss EPS matters without prior approval of the member i/c Legal Services Branch (LSB) or the member i/c Legal and Regulatory Services Division.

   b. All lawyers requesting to meet with an EPS member must submit their request, in writing, to the member i/c LSB and include in that request:

      i. the name of the person they wish to meet with,

      ii. what file/occurrence the meeting is in relation to,

      iii. the information being sought and the questions anticipated to be asked,

      iv. how long the meeting is expected to take, and

      v. why it is in the public interest for the member to meet with them.

   c. The member i/c LSB has the authority to permit the meeting and may choose to forward the request to the member i/c Legal and Regulatory Services Division for final determination.

4. Third Party Investigation Requests:

    a. Police Agencies:

        i. Police agencies requesting copies of records that form part of an investigative file must be directed to contact Routine Disclosure IAPU.

        ii. Members of other police agencies may inquire directly with EPS members for information (such as through email or verbal conversations) regarding a police investigation. EPS members engaging in these discussions must:

            1) adhere to the principles of information disclosure in Section A., and

            2) ensure that the person they are communicating with is actually a member of another police agency.

    b. Administrative Investigations:

        Requests for information by external bodies who intend to use the information for an administrative investigation must be forwarded to IAPU.

    c. Private Investigators:

        Members must not discuss details of police investigations or disclose any information to private investigators, security companies, insurance agencies, or the like.

        Requests related to third party private investigations should be directed to IAPU.

5. Requests for copies of EPS Policy and Procedure, forms, and Service Directives:

    Authority to respond to requests for this information depends on who is making the request. See **GO7PO EPS Policy Framework Meta-Policy**.

6. Media Requests:

    Requests from the media are governed by **IS7PO Media and Police Relations Policy** and **IS7-1PR Media and Police Relations Procedure**.

7. Research Requests:

    a. Requests for access to EPS information for research purposes may be considered through the EPS's External Research Protocol provided that the

research will be of benefit to the EPS. These requests are evaluated and responded to through Strategic Planning, Evaluation, and Research Unit.

b. All other requests from researchers not otherwise provided for through the Protocol, a Memorandum of Understanding (MOU), sharing agreement, publicly available EPS publication, or equivalent, should be directed to IAPU to be responded to in accordance with **IS2-1PR Access to Information Act (ATIA) Procedure**.

8. Requests from Former EPS Members:

Requests from former EPS members for access to EPS information must be treated as any other non-EPS member request unless they are requiring copies of operational records for court purposes.

a. The former member must complete a Request for Police Report by Retired or Former EPS Member form and submit it, along with a copy of the court notice, to Digital Information Management Unit (DIMU) two weeks in advance, and

b. when the record is no longer required, it must be returned to any EPS facility for shredding.

9. Interagency Agreements:

Where an interagency agreement (e.g., MOU, MOA, LOU, etc.) provides for information sharing, the terms of that document will apply to the disclosure of information. Members must not directly disclose or respond to requests associated with an interagency agreement unless they are the authority appointed to do so in accordance with that agreement. Members wanting to setup an information sharing arrangement with an external agency should contact Procurement, Contracts and Supply Logistics Branch for advice. Requests from external agencies that are not governed by an interagency agreement must directed to Information and Privacy Unit for review.

Review:	Revision Date:	No.:
	2017 April 20	PoR17-009
	2022 February 15	PoR22-002
	2025 July 09	
	2026 July 17	

Related Information:

Policy:	GO7PO EPS Policy Framework Meta-Policy IS7PO Media and Police Relations Policy IS9PO Information Security Policy
Procedure:	IS2-1PR Access to Information Act (ATIA) Procedure IS2-3PR Proactive Disclosure of Police Information Procedure IS7-1PR Media and Police Relations Procedure IS9-1PR Security Classification of Information Procedure OP10-6PR Reports and Court Processes Procedure
Forms:	Request for Police Report by Retired or Former EPS Member
Additional Info:	Alberta Access to Information Act Alberta Adult Guardianship and Trusteeship Act Alberta Personal Directives Act Protocol Regarding the Release of Information in Respect of Individuals who are Believed to Present a Risk of Significant Harm to the Health or Safety of any Person, Group of People or the Public