



**APPENDIX C: REDACTION OF PERSONAL DATA IDENTIFIERS GUIDELINES**

**NUNAVUT COURT OF JUSTICE**

**COURT RECORDS ACCESS POLICY**

**The Court Record Redaction Guidelines serve as a guide for the Court Records Officer with regard to the redaction of personal data identifiers from the court records of the Nunavut Court of Justice.**

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**1. MANUAL REDACTION PROCEDURE**

1. Make a photocopy of the portion of the record for which the request was made, and replace the original in the file.
2. Review the Court Record Access Guidelines, these Guidelines and any Redaction Requests that are attached to the file.
3. Using a black felt tipped marker that is wide enough to cover both upper case and lower case letters with one pass, redact the portions of the photocopied record that you think should be redacted in order to comply with the Guidelines and any Redaction Requests.
4. Above each redacted portion of the photocopied record, write in the provision number and letter of these Guidelines that corresponds to the reason for the redaction.
5. Make two photocopies of the portion of the record that you have just redacted, and then shred the copy that you marked up.
6. Complete a Certificate of Redaction (Form G) and make a photocopy. Place the original certificate in the file.

7. Attach photocopies of the Certificate of Redaction and these Guidelines to the first page of the photocopied records. Present one copy of the redacted records to the person making the request and place the second copy in the court file for subsequent redaction requests.
8. Advise the person making the request that they are responsible for determining whether any of the information contained in the records is subject to a non-publication order, and to ensure that the records are not used so as to breach any non-publication order.

## **2. IDENTIFICATION OF PERSONAL DATA IDENTIFIERS**

Personal Data Identifiers include, but are not limited to:

- a) Unique numbers, such as phone, social insurance, FPS number, driver's license, financial accounts, or health care numbers;
- b) Biometrical information, such as finger prints, facial image, or DNA profile;
- c) Personal information, such as day of birth and place of employment;
- d) Civic and postal addresses of the person's home, business, or place of employment (other than community and or province/territory);
- e) Email addresses and social media login information;
- f) Names of victim(s), victims' relatives and any minor children.

### **2.1 PROCEDURE TO REDACT PERSONAL DATA IDENTIFIERS**

- a) Unique numbers—redact to the first two digits for up to seven digits, and to the first four digits for eight digits or greater;
- b) Biometrical information—redact to the type of biometrical information;
- c) Personal information—redact to year and month of birth, city of employment, and general job description;
- d) Home and business address—redact to province and municipality of employment;

- e) Names of victim(s), victims' relatives and any minor children —redact entirely;  
and
- f) Email addresses and social media login information, redact to the name of the  
email or social media service.

