Office of the
Saskatchewan Information
and Privacy Commissioner

# REVIEW REPORT 336-2025

## Saskatchewan Health Authority

**November 10, 2026**


**Summary:** The Applicant submitted a request for correction to the Saskatchewan Health Authority (SHA) pursuant to section 31 (right of correction) of *The Local Authority Freedom of Information and Protection of Privacy Act* (*LA FOIP*). The Applicant requested that their name be removed from the SHA's *cautionary hire list*. The SHA responded to the Applicant advising that the *cautionary hire list* was now titled the *employment screening list.* The SHA added that while the Applicant's name was on this new list, it did not agree to remove the Applicant's name because the Applicant's name was not added in error.

The Applicant requested that the Office of the Saskatchewan Information and Privacy Commissioner review the SHA's decision regarding their request for correction to their personal information.

The Commissioner found that the Applicant's right of correction pursuant to section 31(1)(a) of *LA FOIP* in relation to their personal information contained in the *cautionary hire list* is moot as the record no longer exists.

For the new *employment screening list*, the Applicant would first need access to the portion of the record that contains their own personal information. Then, if they believe there is an error or omission in their personal information, submit a request for correction to the SHA.

The Commissioner recommended that the SHA take no further action with respect to the Applicant's request for correction pertaining to the *cautionary hire list*.

## I BACKGROUND

[1] On October 2, 2025, the Applicant submitted a request for correction pursuant to section 31 of *The Local Authority Freedom of Information and Protection of Privacy Act* (*LA FOIP*)[1] to the Saskatchewan Health Authority (SHA). We reproduce the essence of the request here:

> I am requesting that my name be removed from the cautionary hire list… The accusations that were used to initially add me were done with prejudice and have since been proven fabricated or false.

[2] On November 4, 2025, the SHA acknowledged that it received the Applicant's request to have their name removed from the *cautionary hire list* and advised it was extending the response time by 30 days, pursuant to sections 31(3) and 12(1)(b) of *LA FOIP* respectively. The SHA informed the Applicant that a response could be expected on or before December 3, 2025.

[3] On December 7, 2025, the Applicant emailed the Office of the Saskatchewan Information and Privacy Commissioner (OIPC) indicating a response had not yet been received. The Applicant requested that OIPC undertake a review of the SHA's failure to respond and of its need to extend the 30-day response period.

[4] On December 12, 2025, the SHA responded to the Applicant's correction request, advising that the *cautionary hire list* was now called the *employment screening list* and denying the Applicant's request to remove their name from that list:

> Thank you for your request to remove your name from the Saskatchewan Health Authority's cautionary hire list (now titled "employment screening list").
>
> Your request for correction references multiple investigations and discipline matters during your employment with the SHA. The SHA considers all matters related to the investigations, investigation processes, information provided during the investigations and the discipline fully resolved.

[1] *The Local Authority Freedom of Information and Protection of Privacy Act*, SS 1990-91, c. L-27.1, as amended.

> The SHA does not agree to remove your name from the employment screening list as it was not added in error. The SHA will make a dated notation on the list that you have asked for your name to be removed.

[5] On December 12, 2025, the Applicant asked for an OIPC review of the response. The Applicant was no longer concerned with the time extension issue.

[6] On June 1, 2026, this office notified the SHA and the Applicant that a review would commence of the SHA's response to a request for a correction to the Applicant's personal information made pursuant to section 31 of *LA FOIP*. OIPC also requested that the SHA address how it applied section 26 of *LA FOIP* to the Applicant's case in ensuring the accuracy of the information. The SHA provided the OIPC with the portion of the *employment screening list*, which replaced the former *cautionary hire list*, that related to the Applicant.

[7] Both the Applicant and the SHA provided submissions to the OIPC on July 17, 2026 and September 2, 2026, respectively.

## II RECORDS AT ISSUE

[8] The Applicant's October 2, 2025 request for correction to the SHA was for a removal of their name from the SHA *cautionary hire list*. The SHA provided this office with a copy of a November 21, 2024 email that it sent to the Applicant. In this email the SHA had provided the Applicant with the portion of the *cautionary hire list* where the Applicant's name appeared.[2] The portions of the *cautionary hire list* released to the Applicant in November of 2024 included:

- The Applicant's name;
- A warning that the name is not to be removed from the list;
- The Applicant's level rating ("Level 4");

[2] In so doing, the SHA observed a recommendation in paragraph [22] of OIPC Review Report 011-2024 with respect to the release of the *cautionary hire list*.

- Reason for adding the Applicant to the list; and
- Contact information for other individuals.

[9] In its response to the Applicant's correction request, the SHA informed the Applicant that the *cautionary hire list* was now titled the *employment screening list*. In an October 20, 2026, email to this office, the SHA confirmed that the *cautionary hire list* that was provided to the Applicant no longer exists. Even though the SHA informed the Applicant in December of 2025 that the SHA does not agree to remove their name from the *employment screening list*, the SHA failed to provide the Applicant with a copy of the new *employment screening list.*

[10] For this review, the SHA provided this office a copy of the *employment screening list*. Our review noted that the *employment screening list* provides the following areas of information. While the columns of information are similar, without a doubt the details included by the SHA in the columns are considerably different from the categories of information on the previous *cautionary hire list:*

- The Applicant's name;
- The Applicant's level rating (that is different from the rating in the *cautionary hire list)*;
- Reason for adding the Applicant to the list (reasons are different than the reasons provided in the *cautionary hire list)*;
- The Applicant's former employment position with SHA; and
- The date the Applicant was added to the *employment screening list*.

## III DISCUSSION OF THE ISSUES

### 1. Jurisdiction

[11] The SHA qualifies as a "local authority" pursuant to section 2(1)(f)(xiii) of *LA FOIP*. OIPC has jurisdiction to undertake this review pursuant to PART VI of *LA FOIP*.

## 2. The section 31(1)(a) of *LA FOIP* analysis

[12] An applicant's right to request a correction of personal information is set out in section 31(1)(a) of *LA FOIP*:[3]

> **Right of correction**
> **31**(1) An individual who is given access to a record that contains personal information with respect to himself or herself is entitled:
>
> (a) to request correction of the personal information contained in the record if the person believes that there is an error or omission in it;
>
> [Emphasis added]

[13] As outlined in the *Background* of this Report, the Applicant's correction request to the SHA requested that their name be removed from the *cautionary hire list*. The SHA responded to the Applicant's correction request advising that the *cautionary hire list* was now titled the *employment screening list*. The SHA further asserted that the Applicant's name was not added to the new list in error, and it did not agree to remove the name from the new list.

[14] In order for an applicant to exercise their right to request a correction of their personal information, they first need access to the record containing their own personal information. If after accessing the record, the Applicant believes their own personal information contains an error or omission, they are entitled to request a correction of their personal information.[4]

[15] OIPC asked the SHA if it had given the Applicant access to the portion of the *employment screening list* pertaining to themselves. In response, on October 16, 2026 the SHA provided this office with a copy of the November 21, 2024 email releasing the portion of the

[3] OIPC Review Report 296-2024 at paragraph [14].

[4] OIPC resource *Steps to Request a Correction of Personal Information or Amendment of Personal Health Information*.

*cautionary hire list* where the Applicant's name appears. This does not answer our question because upon review of the two lists, the details recorded in each are different.

[16] The Applicant's correction request was in relation to the SHA *cautionary hire list* they were given access to in 2024,. The Applicant's right of correction pursuant to section 31(1)(a) of *LA FOIP* in relation to the *cautionary hire list* is moot as the record no longer exists.

[17] OIPC cannot conduct a review and determine if the personal information of the Applicant as specified in the *cautionary hire list* contains an error or omission with respect to a new document that the Applicant has not seen and has not had an opportunity to make submissions. As noted in paragraphs [8] and [10] of this Report, the information recorded within the columns of each list is not identical. For this reason, and for the fact that the Applicant has not had the opportunity to make informed submissions, OIPC cannot simply make a finding with respect to the presence or absence of an error/omission with respect to the now defunct *cautionary hire list* and consider that finding transferable to the present *employment screening list*.

[18] Should the Applicant wish to request access to the *employment screening list*, they first must submit an access to information request to the SHA. If the Applicant is given access to the portion of the record that contains their own personal information and they maintain there is an error or omission in their personal information on that document, they can then submit a request for correction to the SHA.[5]

## IV FINDINGS

[19] OIPC has jurisdiction to undertake this review pursuant to PART VI of *LA FOIP*.

[5] *Ibid*, at *Step 2: Submit a Request for Correction of Personal Information or Amendment of Personal Health Information*.

[20] The Applicant's right of correction pursuant to section 31(1)(a) of *LA FOIP* in relation to their personal information contained in the *cautionary hire list* is moot as the record no longer exists.

## V RECOMMENDATION

[21] I recommend that the SHA take no further action with respect to the Applicant's request for correction pertaining to the *cautionary hire list*.

Dated at Regina, in the Province of Saskatchewan, this 10th day of November, 2026.

Grace Hession David
Saskatchewan Information and Privacy Commissioner