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Policy Name	Disclosure of non-investigative information		Policy Number	76-20.4
Section Title	Communications and Disclosure of Information	Section Number	76-20	Former Policy No.
Approval Authority	Agency Director		Effective Date	4/26/2017
Responsible Executive	Chief Deputy Director		Revised Date	4/26/2017
Responsible Office	Director's Office		Last Reviewed	4/26/2017
Responsible Reviewer	Yeatts, Elaine			

Purpose:

To ensure compliance with the Freedom of Information Act, the Virginia Privacy Protection Act and provisions of Title 54.1 of the Code of Virginia related to disclosure and confidentiality of non-investigative information in the possession of the Department.

Policy:

Each custodian of records shall be knowledgeable of the law and apply it in accordance with the following procedures in compliance with law.

Authority:

Virginia Freedom of Information Act (2.2-3700 et seq.) and Chapter 24 of Title 54.1

Procedures:

1) The following information regarding licensees [1] shall be made available upon request and may be published.

- A. Name
- B. Public address or address of record if no public (alternative) address has been provided
- C. License Number
- D. Date of initial licensure
- E. Dates of licensure expiration, withdrawal, restriction, suspension, surrender or revocation
- F. Date of license renewal, reinstatement, or reactivation
- G. Any conditions, limitations or restrictions on the licensee's practice
- H. Notice of any disciplinary proceeding
- I. All orders (or similar documents including decisional or closure letters that dispose of an informal



David E. Brown

conference), which result from a disciplinary proceeding not vacated

- J. Owner of a licensed facility and designated person-in-charge or responsible party

- 2) Information contained in applications for licensure may not be disclosed, except to the applicant, unless specified above or unless a specific decision has been made by the custodian of the record, documented in the record of the applicant or minutes of the Board that such disclosure is authorized.

- 3) In accordance with § 2.2-3705.1, electronic mail addresses, furnished to a board for the purpose of receiving electronic mail, is exempt from disclosure, provided that the electronic mail recipient has requested that the board not disclose such information.

- 4) All agenda material shall be clearly segregated by public and confidential information.

- 5) The following information may be shared with specified entities as follows without further documentation:
 - A. Social Security Number or Department of Motor Vehicles Numbers to the following:
 1. The Department of Medical Assistance Services, its agents or contractors
 2. The Neurological Birth Related Injury Fund
 3. The Secretary of the Commonwealth
 4. Department of Social Services
 5. Department of Motor Vehicles
 6. Medical College of Virginia Hospital Authority
 7. Other state licensing authorities, or associations thereof, for the purpose of identification of disciplined practitioners, providing such numbers are not further released for other purpose.

- B. Information for the Coordinated Licensure Information System pursuant to §54.1-3036 of the *Code of Virginia*.

- C. Email addresses, telephone numbers and facsimile numbers to the Department of Health for the purpose of expediting the dissemination of public health information or information about health emergencies or serving during a public health emergency pursuant to § 54.1-2506.1 of the *Code of Virginia*.

- D. Email addresses, telephone numbers and facsimile numbers of licensed veterinarians to the State Veterinarian for the purpose of disseminating information about an animal health emergency pursuant to § 54.1-2506 of the *Code of Virginia*.



David E. Brown

6) Nothing contained herein shall inhibit disclosure of information to duly authorized personnel within the Office of the Attorney General.

7) Nothing in this policy shall be construed to compel or otherwise prohibit release where specific state or federal law requires or permits otherwise.

[1] Where this policy uses “license” the term includes “certificate” or “registration.”

2 Pursuant to §54.1-2400.02 of the *Code of Virginia*, the street address of any licensee shall not be posted on the Department’s “License Look-up”