



Legal Hold Flowchart

Outlined are circumstances whereby the business practice of normal and routine destruction/deletion of recorded information as per approved retention schedule(s) must be suspended. Present and future recorded information involved in the legal hold must be preserved until the legal hold is released by NBCC's Executive Director People and Culture.

The circumstances of a legal hold are:

- responsive to a request or complaint made under *NB Right to Information and Protection of Privacy Act*;
- responsive to a request or complaint made under *Personal Health Information Privacy and Access Act*;
- subject of an audit or investigation;
- identified in current or pending legislation;
- identified in quasi-judicial, legal proceedings or other legal action.

A legal hold and discovery requirements apply to all individuals employed by NBCC and covers all recorded information, regardless of format, captured in the course of NBCC business. The authority to place and release a legal hold is vested in the position of the Executive Director People and Culture via consultation with the President and CEO and legal counsel, if required.

