



**Disclosure to
Protect Against
Domestic Violence
(Clare's Law) Act**
Protocol

Alberta 

Justice and Solicitor General, Government of Alberta

February 2, 2022

Disclosure to Protect Against Domestic Violence (Clare's Law) Act Protocol [2022]

ISBN 978-1-4601-5323-9

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Clare's Law

Introduction

Domestic violence (DV) is a serious crime that has consequences for victims, their families and for society. In 2019, family violence accounted for approximately one third (30%) of police reported violence in Canada. Alberta's rate of DV is among the highest in Canada.

Providing individuals with information regarding their potential risk of domestic violence is one tool that can help to address this complex issue. The [Disclosure to Protect Against Domestic Violence](#) (*Clare's Law*) [Act](#) received royal assent on October 30, 2019, and came into force on April 1, 2021. This legislation provides a legislative framework to:

- Disclose information to a person-at-risk of DV regarding their intimate partner's history of violence as defined in this Act;
- Allow third parties, with consent, to apply for disclosure on behalf of a person they feel is at risk for DV or requires assistance in applying;
- Allow substitute decision makers (parents of a minor and legal guardians with proper legal authority) to apply for disclosure on behalf of their child or ward; and
- Allow police services to proactively provide disclosure information to persons at risk for DV.

Clare's Law is modelled on similar policies in the United Kingdom, Australia and Saskatchewan. *Clare's Law* provides multiple "access points" for individuals to connect with relevant social supports and/or member(s) of a police based victim-service unit.

This document was developed to provide clarity for the implementation of *Clare's Law* in Alberta.

The *Clare's Law* Protocol Working Group, made up of representatives from the Government of Alberta (GOA), the Alberta Association of Chiefs of Police, Alberta's eleven police services, and victim-serving agencies, developed this document.

The Minister of Justice and Solicitor General approved this document on March 17, 2021, and it was last updated on January 4, 2022.

Glossary of Terms

Clare's Law Process

The *Clare's Law* process is the series of steps, detailed in this protocol, for assessing an applicant's eligibility to receive disclosure information under the Right-to-Ask, and/or a person-at-risk's eligibility to receive disclosure information under the Right-to-Know; determining if there is a history of domestic violence and/or domestic violence related acts; and subsequently the provision of that disclosure information to a person-at-risk.

Applicant

An applicant is an individual who applies for disclosure under *Clare's Law*, utilizing the Right-to-Ask. Someone who applies for disclosure on behalf of someone else is referred to as a third-party applicant. To be eligible to apply, a third party must: have the consent of the person on whose behalf they are applying; and/or be the parent of a minor, or be a substitute decision maker with proper legal authority of the person they are requesting disclosure on behalf of.

Designated Authority

The Government of Alberta employee delegated by the Minister responsible for *Clare's Law* with decision-making authority for *Clare's Law*.

Disclosure Information

Disclosure information is domestic violence risk related information provided verbally to an applicant and/or person-at-risk by a police service, in accordance with this protocol.

Disclosure to Protect Against Domestic Violence (Clare's Law) Act

The *Disclosure to Protect Against Domestic Violence (Clare's Law) Act* is the legislation authorizing the release of disclosure information.

Disclosure Interview

A disclosure interview is a meeting conducted during the disclosure process, between an eligible person-at-risk and a police service. Upon confirmation of identity, a person-at-risk will be verbally provided domestic violence related disclosure information related to potential risk they may be exposed to by their current or former intimate partner and offered services and supports to reduce their risk of violence.

Disclosure Package

The disclosure package refers to the documents that are related to a particular *Clare's Law* disclosure. This will include information on the applicant(s) and their risk for DV. The disclosure package will include a statement indicating whether domestic violence risk-related information was identified, as well as a contextual information. Disclosure will be read verbatim to the applicant/person-at-risk.

Domestic Violence

Domestic Violence (DV) is defined as the actual or threatened use of force in an intimate partner relationship that may include a single act of violence, or a number of acts forming a pattern of abuse. The pattern of abuse may include physical abuse; sexual abuse; criminal harassment (stalking); threats to harm children, other family members or pets; property damage; exerting control over movements, communications or finances; and emotional or psychological abuse.

Intimate Partner Relationship

An intimate partner relationship is a relationship between two people, regardless of gender, which can be reasonably characterized as being physically or emotionally intimate, or both.

For operational purposes, this would include but not be limited to current and former marriage relationships, current and former common-law relationships, current and former dating relationships and persons who are parents of one or more children, regardless of marital status or cohabitation.

Person-at-Risk

A Person-at-Risk (PAR) is an individual who is a member of an intimate partner relationship and is determined to be eligible for disclosure under *Clare's Law*. A PAR can be an individual identified by police through the Right-to-Know process; an individual applicant under the Right-to-Ask process determined to be at risk of domestic violence by way of a review of risk relevant information; the parent of a minor (included in the disclosure interview); and/or a substitute decision-maker with proper legal authority (included in the disclosure interview).

Right-to-Ask (RTA)

The Right-to-Ask is the ability of an applicant who feels at risk to apply, or “ask,” to receive disclosure information on their intimate partner, as set out in this protocol. This would encompass applicants who apply directly, parents of a minor, substitute decision-makers and eligible third parties who apply on behalf of another individual with consent.

Right-to-Know (RTK)

The Right-to-Know is the right of an individual to “know”, or receive from police, disclosure information pro-actively without the need of an individual to apply to *Clare's Law*. Under *Clare's Law*, the Minister and police services have the ability to initiate an RTK application.

Risk Analysis

A structured review of relevant information conducted by a risk-assessment program/risk assessor, the purpose of which is to provide risk relevant information to a PAR.

Person-of-Disclosure

The Person-of-Disclosure (POD) is the individual whose information is being disclosed to a PAR as identified through the “Right-to-Ask” or “Right-to-Know” process.

Clare's Law Process

Overview

Clare's Law provides a legal pathway for eligible individuals to receive disclosure information from police regarding potential DV related risk posed by their current or former intimate partner.

Clare's Law enshrines two rights:

- **The Right-to-Ask (RTA)** allows Albertans who feel at risk to apply to receive disclosure information about their intimate partner; and also allows for third parties with consent; the parents of a minor; or substitute decision maker's with proper legal authority to apply on behalf of an individual they feel is at risk.
- **The Right-to-Know (RTK)** allows the Minister and/or police services to proactively initiate the *Clare's Law* process, and, if eligible, disclose information to a PAR of DV.

With the exception of whom initiates the process, the RTA and RTK processes are broadly similar, consisting of three steps:

1. **Initiation and Validation:** The initiation and validation step consists of collecting and verifying relevant personal and relationship information from the applicant, which is utilized to confirm an individual's (applicant and/or third party) identity, their eligibility for *Clare's Law*, and provide supports. This step is more relevant to the RTA process than the RTK process because at the outset of RTK, police will be in possession of relevant information.
2. **Risk Analysis:** The risk analysis step consists of reviewing available information on a POD to determine if they have a history of domestic violence or related acts. This analysis is completed by a risk-assessment program/risk assessor.
3. **Disclosure:** Disclosure consists of verbally providing the PAR with the results of the risk analysis along with the offering of social supports to assist them in reducing their risk of DV. Disclosure will be carried out by police services in coordination with the PAR. When there is a history of DV risk related information present, this interview must be completed in-person with police services, and only after the PAR's identity has been confirmed.

Right-to-Ask

Under *Clare's Law*, an Albertan has a Right-to-Ask (RTA) for disclosure regarding their intimate partner's potential history of domestic violence and/or related acts. Furthermore, under certain conditions, a third-party can also utilize the RTA to have disclosure provided to someone they feel to be at risk for domestic violence from that person's intimate partner.

Initiation and Validation

1. The first step of the RTA process requires an individual to complete an application using the *Clare's Law* online application system. Under the RTA process, an application can be filled out by the following:

- An individual (applicant) who feels they may be at-risk for DV;
- A parent of a minor or a substitute decision-maker with proper legal authority; or,
- An individual (third party) who with consent of the individual, applies for disclosure on behalf of the person they feel is at risk of DV or requires assistance in applying.

The most important element of this step is the collection, verification and storage of personal and relationship information. The GOA and police services will utilize this information to confirm identity, determine eligibility, and determine if there is a history of domestic violence related information. This information may also be utilized to provide social supports to the applicant/PAR, if they consent.

When an applicant submits an application, they will be asked to provide a verification word/phrase to be used by the GOA, police and supports for safe and secure contact during the process.

2. Once an application is submitted, the GOA will review it.

The first screening is electronic and based on identified mandatory fields, including disclaimers and disclosures, in the online application. For more information on the *Clare's Law* application, please see [Appendix 1](#).

After this step, the GOA will review applications for the following:

- To confirm and/or acquire any information on the application that is unclear or absent; and
- To determine, by way of consent within the application, if the applicant and/or third party has requested being connected to social supports.

This may entail the GOA reaching out to the applicant or third party through their preferred method of contact identified within the application. If the applicant does request access to social supports, the GOA will forward the applicant's contact information to the coordinating agency responsible for connecting them to relevant supports in or near their community.

3. Once the GOA confirms the information, they will notify the relevant police service of jurisdiction and request initial police database checks on the person of disclosure (POD), applicant and any applicable third parties. In situations where having the police service of jurisdiction conduct an initial police database check may not be the most appropriate action, the decision will be elevated to and made by the Designated Authority.

Initial police database checks will help to confirm key information relevant to identity confirmation of all parties involved, program eligibility, identification/prevention of malicious application intent,

establishing context of the intimate partner relationship and risk analysis. Once the police of jurisdiction receives a *Clare's Law* request the police agency will:

- Create a police agency File Number;
 - Perform initial database checks on the POD, the person believed to be at risk, and any third party applicants, including:
 - Justice Online Information Network (JOIN);
 - Canadian Police Information Centre (CPIC); and,
 - Individual police agency Records Management Systems (RMS).
 - Attach the results of the checks to the original application, and forward the entire application package to the GOA.
4. Once the application package has been reviewed and all information has been confirmed, the GOA will use that information to determine whether the RTA application is eligible for disclosure under *Clare's Law*.

To be eligible, information provided in the application package must do all of the following:

- Demonstrate a reason for requesting disclosure i.e. detail why the applicant feels they are at current risk from the POD (e.g. a level of fear, concern, etc.); and,
- Demonstrate the existence of an intimate partner relationship between the applicant and the POD; and,
- Demonstrate that the applicant and POD have met in person.

Should there be any question as to eligibility, the application will be directed to the GOA Designated Authority responsible for *Clare's Law* for decision.

Risk Analysis

5. The second step of the RTA process is risk analysis. Risk analysis is necessary to determine:
- The applicant's level of risk for DV (if there is a history of domestic violence or related acts); and
 - Contextual information with respect to potential risk for DV.

A risk assessor employed or seconded to the GOA will conduct the risk analysis. Upon receipt of the request, the assigned risk assessor will analyze the file information to determine if there is relevant information to disclose. For more information on the risk analysis process being employed for *Clare's Law*, please see [Appendix 2](#).

6. Based on the risk analysis, an applicant will be assigned one of three levels of risk:
- Domestic Violence Related Information Identified;

- No Domestic Violence Related Information Identified; or
- Insufficient Information.

If there are no responsive records (i.e. no documentation found) on the POD within the reviewed information, this will be communicated.

It should be noted that “Insufficient Information” does not imply that there was no information present, but that current available information is not sufficient to identify the presence of relevant information.

The contextual information provided regarding the POD’s history of domestic violence or related acts will vary on a case-by-case basis, and may include but not be limited to, information with respect to recentness, frequency, and severity of previous acts of DV or related acts by the POD.

7. Based on the applicant/PAR’s level of risk, the risk assessor will then complete the disclosure package, which will include the following:

- PAR and POD information; and
- The disclosure template.

The disclosure package will include a risk and context statement, designed to be read aloud, verbatim by police when disclosing information to the PAR. The risk statement will be inclusive of the applicant or PAR’s risk level and, if relevant, context for the risk(s) posed. The GOA will then forward the completed disclosure package to the police of jurisdiction for disclosure to the applicant/PAR.

Disclosure

The final step in the *Clare’s Law* RTA process is disclosure. Disclosure information will be verbally communicated in a way that is accurate, relevant and actionable to ensure the applicant or PAR can effectively understand the disclosure information and, if relevant, take steps to reduce their risk for DV.

Upon receipt of the disclosure package, the police may contact the GOA for any clarification, or to provide information that has become known since the initial submission of the risk analysis.

If the application was made by a third party such as a parent or legal guardian the police may need to coordinate with both the PAR and their parent or legal guardian. Unless there is a need to clarify information provided to police in the disclosure package, the response of police will depend on the PAR’s level of risk:

- For those *Clare’s Law* applications determined as “Insufficient Information” or “No Domestic Violence Related Information Identified”, the option of providing the disclosure information over the phone is available to police; any contextual information provided may assist police in making this decision.
- If an application is determined as “Domestic Violence Related Information Identified”, disclosure can only* take place in person (*pending circumstances such as Public Health Emergency orders, an alternate approach (e.g., video conferencing) may be utilized).

- Depending on the preferences or safety concerns of a PAR, police may arrange to conduct disclosure interviews at an alternative location outside of a police station. This is at the discretion of police and on a case-by-case basis.
8. If the risk analysis indicates an “Insufficient Information” or “No Domestic Violence Related Information Identified”, the following steps will occur:
- The police will contact the applicant via the method identified on the application;
 - Upon contact being made, the police will identify that they are contacting them regarding a *Clare’s Law* application and ask the applicant to provide their verification word/phrase for identity verification purposes. If the word/phrase is not confirmed, the applicant must meet with police in person to have the disclosure made to them.
 - If the word/phrase is confirmed, police may proceed with disclosure.
 - Regardless of id disclosure indicates “Insufficient Information” or “No Domestic Violence Related Information Identified”, the applicant will again be offered access to social supports; and
 - Once disclosure has occurred, police will complete the *Clare’s Law* disclosure package and return the file to the GOA for closure.
9. If the risk analysis indicates “Domestic Violence Related Information Identified”, disclosure must* occur in person (*pending circumstances such as Public Health Emergency orders, an alternate approach (e.g., video conferencing) may be utilized). The following steps will occur:
- The police will contact the PAR via the method identified on the application.
 - Upon contact being made, the police will identify that they are contacting them regarding a *Clare’s Law* application and ask for the PAR to confirm their application verification word/phrase for identity verification purposes. Police will advise the PAR is required to meet with police for the purpose of disclosure and that they must bring identification with them.
 - Upon meeting, and once police are satisfied that the PAR’s (and any authorized third parties) identity has been confirmed and the confidentiality notice has been signed, police will provide disclosure to the PAR as per the *Clare’s Law* Disclosure package.
 - The PAR will be offered access to social supports; and,
 - Once disclosure has occurred, police will complete the *Clare’s Law* Disclosure package and return the file to the GOA for closure.

Right-to-Know

The Police or Minister may initiate the Right-to-Know (RTK) process when they have reason to suspect that an act of domestic violence is reasonably likely to occur. Police may utilize the RTK based on information they have regarding either a particular POD and/or PAR.

*** It is important to note that the RTK process does not override any existing police authorities related to disclosure of information such as those of imminent harm or other exigent circumstances ***

Initiation and Validation

1. Before utilizing the RTK process, police will complete initial database checks on the POD, including:
 - JOIN;
 - CPIC; and
 - Individual police RMS.

These checks will be used to populate the RTK application. Police will then submit the completed RTK application to the GOA via the online portal.

2. Once the RTK application has been reviewed and all information has been confirmed, the GOA will use that information to determine whether the RTK application is eligible for disclosure under *Clare's Law*.

To be eligible, information provided in the RTK application must do both of the following:

- Demonstrate the existence of an intimate partner relationship between a PAR and the POD; and,
- Demonstrate an act of domestic violence is reasonably likely to occur.

Should there be any question as to eligibility, the application will be directed to the GOA Designated Authority responsible for *Clare's Law*.

Risk Analysis

3. The next step of the RTK process is the risk analysis. Risk analysis is necessary to determine:
 - The applicant's level of risk for DV (if there is a history of domestic violence or related acts), if applicable; and
 - Contextual information with respect to potential risk for DV.

A risk assessor employed or seconded to the GOA will conduct the risk analysis. Upon receipt of the request, the assigned risk assessor will review the relevant information to determine a PAR's level of risk and identify any contextual information. For more information on the risk analysis being employed for *Clare's Law*, please see [Appendix 2](#).

4. Based on their analysis, a PAR will be assigned one of three levels of risk:
 - Domestic Violence Related Information Identified;
 - No Domestic Violence Related Information Identified; or
 - Insufficient Information.

It should be noted that “Insufficient Information” does not imply that there was no risk related information present, but that current available information is not sufficient to identify the presence of relevant information.

The contextual information provided regarding the POD’s history of domestic violence or related acts will vary on a case-by-case basis, and may include but not be limited to, information with respect to recentness, frequency, and severity of previous acts of DV or related acts by the POD.

5. Based on the level of risk, the risk assessor will then complete the disclosure package, which will include the following:
 - PAR and POD information; and
 - The disclosure template.

The disclosure package will include a risk and context statement, designed to be read aloud, verbatim by police when disclosing information to the PAR. The risk statement will be inclusive of the applicant or PAR’s risk level and, if relevant, context for the risk(s) posed. The GOA will then forward the completed disclosure package to the police of jurisdiction for disclosure to the applicant/PAR.

Disclosure

6. For those *Clare’s Law* applications assessed as “Insufficient Information” or “No Domestic Violence Related Information Identified”, the option of providing the disclosure information over the phone is available to police; any contextual information provided may assist police in making this decision. However, within the RTK process, if the risk analysis indicates “Insufficient Information” or “No Domestic Violence Related Information Identified”, the police are not required to inform the person that a risk analysis has been completed, although they can choose to do so on a case-by-case basis. This may be dictated by the contextual information provided.
7. If the risk analysis indicates “Domestic Violence Related Information Identified”, disclosure must* occur in person (*pending circumstances such as Public Health Emergency orders, an alternate approach (e.g., video conferencing) may be utilized). The following steps will occur:
 - The police will contact the PAR.
 - Upon contact being made, the police will identify that they are contacting them regarding a *Clare’s Law* Right-to-Know disclosure. If the PAR does not understand or have knowledge of *Clare’s Law*, the police will provide the PAR with a prepared statement outlining the purpose of *Clare’s Law*.
 - If the PAR would like to continue with the *Clare’s Law* RTK process, police would advise that for disclosure to occur, the PAR is required to meet with police and that they must bring identification with them.
 - Upon meeting, and once the PAR’s identity is confirmed, and the confidentiality agreement being signed, police will provide disclosure to the PAR as per the disclosure process.
 - The PAR will be offered access to social supports; and

- Once disclosure has occurred, police will complete the disclosure package and return the file to the GOA for closure.

Disclosure

Disclosure information will not be provided in written or electronic form. The police will only provide disclosure information to the applicant/PAR verbally and it cannot be recorded. This is to minimize the risk of inappropriate distribution of *Clare's Law* information, ensure protection of personal information and to prevent placing the applicant/PAR at potential risk.

Disclosure Package

Prior to police providing a PAR with disclosure, the police will receive a disclosure package from the GOA containing the following:

1. PAR and POD information, from the original *Clare's Law* application; and,
2. The disclosure package, which will include a statement indicating whether risk-related information was identified, as well as a contextual information, which would be communicated verbally to the applicant/PAR.

The purpose of the disclosure package is to:

- Ensure police have the relevant information to complete disclosure to an applicant/PAR; and,
- Provide a provincially consistent process with respect to *Clare's Law*.

Disclosure Interview

The disclosure interview is where the PAR is verbally provided with their level of risk, contextual information with respect to that risk and any information regarding access to social supports to facilitate their safety. It is the responsibility of the police service of jurisdiction to schedule the disclosure interview with the PAR. Those PAR who utilize the RTA and it is determined that domestic violence related information has not been identified or there was insufficient information may receive their disclosure over the phone, unless contextual or other information dictates otherwise, and at police discretion.

For any PAR where domestic violence related information has been identified, disclosure must* take place in person (*pending circumstances such as Public Health Emergency orders, an alternate approach (e.g., video conferencing) may be utilized). The police service can arrange to conduct the disclosure interview outside of a police station, at their discretion.

Who Can Attend a Disclosure Interview?

The following individuals will always be present during a *Clare's Law* disclosure:

- The member(s) of the police service of jurisdiction conducting the interview; and,
- The PAR.

Additional individuals may be permitted to attend the disclosure interview at police discretion, on a case-by-case basis. Factors police should consider before allowing a non-PAR to attend a disclosure interview include:

- The safety of the PAR;
- The person’s legal authority to be present;
- The sensitivity of the disclosure information; and,
- The potential for breaches of privacy.

All individuals, except police member(s) conducting disclosure, attending a disclosure interview will be required to sign a confidentiality agreement and will be advised of the potential consequences of disclosing/sharing information obtained during a *Clare’s Law* disclosure.

Data Collection and Privacy

Clare’s Law requires the collection, use, storage, analysis and disclosure of personal information. The collection, use and disclosure of personal information throughout the *Clare’s Law* process is done under the authority of section 2 of the *Disclosure to Protect Against Domestic Violence (Clare’s Law) Act*, and in accordance with the protection of privacy requirements of Part 2 of the *Freedom of Information and Protection of Privacy Act*.

Applicant information will be managed by the GOA in a secure centralized database with limited access, both to ensure the accuracy of the information and the safety of applicants. Elements of this information will be shared with police and at the request of the applicant, social supports for the purposes of confirming identity, determining eligibility, determining if domestic violence related information is present, providing disclosure and potentially, providing social supports.

The following safeguards will be put into place to minimize the risk that anyone’s personal information will be inappropriately collected or disclosed:

- Disclosure information obtained through *Clare’s Law* cannot be used and will not be considered in any court proceedings or civil litigation (child custody, divorce, etc.);
- Confidentiality agreements will be signed by all individuals receiving disclosure; and,
- All disclosure information received by a PAR as a result of an application or the Right-to-Know process must be kept confidential. Disclosure cannot be recorded and no notes can be taken. The privacy of applicants and third parties applying to *Clare’s Law* is granted under section 8 of the *Disclosure to Protect Against Domestic Violence (Clare’s Law) Act*.

It is important to note that *Clare’s Law* is civil in nature and does not override existing police duties with respect to the investigation of crime, including domestic violence.

If a crime is reported, or if an applicant/person-at-risk or person of disclosure or third party applicant has warrants, the police have a duty to respond and conduct an investigation in line with normal operating procedures.

If a crime is reported, it may not be possible to protect the identity of the person at risk.

Nothing within *Clare’s law* prevents a police service from disclosing information, including disclosure information that the police service is otherwise permitted or authorized by law to disclose.

Regardless of any circumstances that may arise in the process, the *Clare's Law* program will continue to be focused on providing information to persons at risk so they can protect themselves. Support will continue to be offered to the person at risk. The *Clare's Law* application process can run concurrently to any investigation that is ongoing.

Annual aggregate reporting on *Clare's Law* will be provided to the Office of the Information and Privacy Commissioner (OIPC) of Alberta.

Support for Applicants

Clare's Law provides a unique opportunity to connect individuals with social supports to address needs related to domestic violence, along with other issues that they might be facing at the time of their application, or throughout the *Clare's Law* process.

During the *Clare's Law* process, applicants will be asked multiple times whether they consent to being connected with social supports. This will be done in the initial RTA application, by the GOA, if there is a need for any follow-up on an application and by police at the disclosure interview.

When a person answers "Yes" to the question within the application that they want to be connected to social supports, they have agreed to have their information be shared with a coordinating agency for the purpose of facilitating their access to social supports.

To ensure the minimization of trauma, applicants will be asked whether they have any pre-existing relationships with social supports or victim serving agencies; in addition, applicants will be asked to identify any needs or characteristics (Indigenous, LGBTQ2S+, etc.) that may require special attention or coordination for the provision of social supports.

If the applicant does request to be put into contact with social supports, the GOA will provide a *Clare's Law* referral to the Coordinating Agency with the following information:

- The applicants first and last name;
- The applicants safe/preferred method of contact information;
- The applicant's date of birth;
- The applicant's gender;
- Any identified applicant supports needs or characteristics; and
- Relevant relationship information.

This referral will be sent to the Coordinating Agency to ensure the appropriate social support referral is made. The appropriate social support service will then contact the applicant and arrange for necessary support to be provided. After this, the Coordinating Agency will follow up with the GOA and provide confirmation that the applicant has been contacted by a social support agency.

Appendix 1 – Clare’s Law Application Details

The Clare’s Law application is the first step in the Clare’s law Right-to-Ask (RTA) process. The application is found on the Alberta.ca domain. This publicly available application is for individuals who feel they may be at-risk for DV; have proper legal authority over a person at risk; or individuals (third parties) who with consent apply for disclosure on behalf of another person they feel is at risk of DV or who require assistance applying, under certain conditions.

The application is inclusive of a number of mandatory fields the applicant must complete. The relevant sections within the application include questions regarding the applicant and (if applicable) the third party’s identity, the POD’s identifying information, and information regarding the intimate partner relationship. It should be noted that the mandatory fields will not be inclusive of all potential information required in the application.

The application is primarily focused on confirming ‘yes’ for all three of the following questions:

- Is there an intimate partner relationship between the applicant and the POD?
- Is there a valid and current reason (detailed fear or concern) for making the application? and
- Confirming the applicant’s and POD’s identity and risk relevant information.

All questions contained within the application are designed to ensure that the GOA can confirm identities, determine eligibility and process the application in a timely manner.

The application is also the first point of contact in the *Clare’s Law* process for an Albertan who feels they are at risk for domestic violence to access social supports. Upon receipt of an application by the GOA, if the applicant indicates they consent to being contacted by social supports, the GOA would forward the relevant information to the coordinating agency or police based victim-serving agency.

Appendix 2 – Risk Analysis

The Risk Analysis phase of Clare’s Law will be the responsibility of the GOA’s Integrated Threat and Risk Assessment Centre (ITRAC), a provincial program with expertise in risk analysis and domestic violence. As a provincial body, ITRAC’s process will ensure provincial consistency of risk communication.

The information reviewed in Step 5 of the *Clare’s Law* RTA, and Step 3 of the RTK processes, in addition to any other available information will be used to determine the presence of domestic violence risk related information.

Determination of Disclosure

The risk analysis is designed to answer two key questions:

- Does the POD have a history of domestic violence or related acts; AND
- If so, what is the contextual information that may be relevant to the POD’s history of DV or related violent acts?

Levels of Risk

Based on an analysis of information, the PAR will be provided, where possible, information regarding the PODs history of domestic violence related acts and context for that violence. The following are the risk levels utilized in the *Clare’s Law* process:

- Domestic Violence Related Information Identified;
- No Domestic Violence Related Information Identified; or
- Insufficient Information.

It should be noted that “Insufficient Information” does not imply that there was no risk related information present, but that current available information is not sufficient to identify the presence of relevant information.

The contextual information provided regarding the POD’s domestic violence history will vary on a case-by-case basis, and may include but not be limited to, information with respect to recentness, frequency, and severity of previous acts of DV or related acts by the POD.

If there are no responsive records (i.e. no documentation found) on the POD within the reviewed information, this will be communicated.