

Introduction

The Tribunal is committed to providing fair, just and timely access to justice. This practice direction outlines the Tribunal's approach to requests for anonymization.

Decisions are Posted Publicly

All decisions issued by the Tribunal (including section 26 request for review decisions and interim decisions on preliminary applications) are posted in the public domain and include the names of the parties. The Tribunal will, when possible, avoid the inclusion of unnecessary personal or identifying information in its decisions.

Anonymization only in Exceptional Circumstances

In exceptional circumstances where highly personal and sensitive information is required to support the decision's analysis and reasoning, the Tribunal may decide to anonymize the decision.

Tribunal decisions will use initials to identify children under the age of 18 and may use initials to identify other parties and participants in a hearing, where it is necessary to protect the identity of minors.

In considering other requests for anonymization, the Tribunal must balance the public interest in an open and transparent administrative system with the individual's need for privacy. The individual's interest will only override the public interest to an open decision-making process where fairness requires it or where significant privacy interests arise. (See [Gabow v Bird Construction Company Inc.](#), 2020 AHRC 12)

Usually, the following reasons will **not** be sufficient to support anonymization:

- The fact that a complainant has a protected characteristic
- Concerns about a future negative impact from the release of a decision (for example, future employment prospects)

For more information on the presumption of an open and transparent administrative system and making an application for anonymization, see the Tribunal decision: [Yang v Alberta New Home Warranty Program](#), 2020 AHRC 35 at paragraphs 7-22.

Request for Anonymization

Where a party or other participant wishes to request anonymization in a matter before the Tribunal, they must make the request in writing **before** the Tribunal issues a decision. Most times, this will be as soon as the complaint reaches the Tribunal: when it is referred to the Tribunal or when a complainant requests a review of the Director's decision under section 26 of the *Alberta Human Rights Act*.

Requests for anonymization made after the Tribunal releases its decision cannot be considered as the decision will already be in the public domain.

The request for anonymization must be in writing and set out:

- the exceptional reasons that the party is requesting privacy protection
- argument for why anonymization should be ordered
- supporting evidence
- any case law they rely upon

Page Limit

Requests for anonymization must be no more than **2 pages**. Any attachments must be no more than 10 pages. Citations of any case or piece of legislation referred to in the submissions should be provided, but do not provide full copies of cases or legislation.

How to file a request

The party will email the application to the Tribunal Registrar at the email address below and to all other parties.

The other parties involved in the complaint do not need to respond to a request for anonymization unless the Tribunal requests one.

Contact the Tribunal Office

Website albertahumanrights.ab.ca/tribunal

Email address AHRCTribunal@gov.ab.ca

Phone 780-638-4635

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing: to call toll-free within Alberta, dial 1-800-232-7215.