

Freedom of Information and Protection of Privacy Act (FIPPA)

Accountability and Responsibility:

- The Board Chair (the “Head”) is accountable for most of the Hospital’s decisions under FIPPA.
- The Board of Directors has delegated the responsibility for carrying out the duties imposed on the Board Chair to the Chief Executive Officer/Privacy and Freedom of Information Officer.

FIPPA Principles:

- Anyone can access records held by the Hospital.
- Specific information is protected (exclusions and exemptions).
- Requesters can request a review process if in disagreement with decisions made under the Act.
- Effective January 1, 2012 and retrospective to January 1, 2007.

Access Requests:

- Who can make requests under FIPPA?
 - Media
 - Politicians
 - Vendors
 - Unions
 - Employees
 - Etc.
- What type of records can be requested?
 - Plans
 - Minutes
 - Proposals
 - Finances
 - Personal information
 - Etc.

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- What is a “Record”?
 - All emails
 - Electronic files
 - Databases
 - Paper documents
 - Non final drafts
 - Working notes
 - Expense claims/accounts
 - Day books, agenda, meeting notes, diagrams
 - Voice-mail, video, audio recordings

Exclusions:

- Records not under FIPPA:
 - Pre-January 1, 2007 records
 - Personal health information and quality of care records
 - Labour and employment-related records
 - Appointments and privileges of physicians/professionals
 - Research records and teaching materials
 - Charitable donation records

Exemptions:

- Mandatory:
 - Third party information, such as vendor contracts, Section 17
 - Personal privacy, such as employee contracts, Section 21
- Discretionary:
 - Advise or recommendations, Section 13
 - Economic and other interests of Ontario, Section 18
 - Information with respect to closed meetings, Section 18
 - Solicitor-client privilege, Section 19
 - Danger to safety or health, Section 20

Duties and Responsibilities of the CEO/Privacy and Freedom of Information Officer:

- Deciding whether to apply exemptions and determining the extent of severances
- Deciding whether a request is frivolous or vexatious, Section 27.
- Notifying third parties who are affected by the request, Section 26.
- Providing a written access decision to the requester or provide access to the record or provide a copy of the record within 30 days, Section 26.
- Providing notice of extension, if needed, Section 27.
- Providing notice of refusal, Section 29.
- Providing notice of the estimate of fees, if over \$25, Section 57.
- Informing the Board of Directors of all requests at the monthly Board meeting.
- Preparing and submitting the Hospital’s Annual Report to the Commissioner, Section 34.

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How to submit a FIPPA request, Section 24:

- Submit your request, in writing, to:

Geraldton District Hospital
500 Hogarth Ave., West
Geraldton, ON
P0T 1M0

Attn: CEO/Privacy and Freedom of Information Officer

- The requestor may write a letter or complete the Request Form.
- Provide sufficient detail to enable delegated staff to locate the record requested.
- At the time of making the request, pay the minimum fee of \$5*.
- In the absence of the CEO (due to extended illness or vacation, etc.) the Senior Manager on call will assume all duties and responsibilities of the CEO/Privacy and Freedom of Information Officer.

Right to Appeal:

- If a requester is not satisfied with the decision from the Hospital, then the requester may appeal such decision to the Commissioner, Section 50.

Office of the Information and Privacy Commissioner of Ontario
2 Bloor St. East, Suite 1400
Toronto, ON
M4W 1A8

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Fee	Explanation	Rate
Application	Must accompany the request. This is mandatory and cannot be waived	\$5.00
Search Time	Required to search and retrieve information	\$7.50/15 min.
Computer Programming	May be needed to develop a program to retrieve information	\$15/15 min.
Print Outs	Photocopying and computer	\$0.20/page
Disks	Computer	\$10/disk
Additional	Shipping and delivery	As required
Appeal Fee	Payable to the Information and Privacy Commissioner	\$25.00

- Records will only be released after full payment of the processing and search fees have been received.

