



Freedom of Information FAQ's

What records does HHHS have?

Pursuant to the Freedom of Information and Protection of Privacy Act, (FIPPA), HHHS must publish a Directory of Records listing the general classes or types of records in its custody. Please see Directory of Records Tab on FOI Home Page.

Does FIPPA provide access to Personal Health Information (PHI)?

No, personal health information is subject to the Personal Health Information Act (PHIPA). PHI (Personal Health Information) at HHHS may only be collected, used, retained, disclosed and disposed of in accordance with PHIPA. For more information about personal health information, see the Privacy/Health Information tab.

How do I request access to information at HHHS?

First, consult the Directory of Records to ensure that we have the records you want, then download and complete the Access Request Form. You must clearly identify the records to which access is requested and be sure to include your contact information together with the \$5.00 application fee (non-refundable) payable to HHHS.

Are there other costs involved?

Yes. Under FIPPA, HHHS may charge \$7.50 per quarter hour for search and preparation time for general records. As well, a photocopying fee of \$.20 per page applies to all records that may be enclosed. We may charge an additional fee of \$10.00 for CDs or other media storage.

You will be advised if the processing fees will exceed \$25.00 and you will be asked to provide a deposit of 50% if the estimated processing cost exceeds \$100.00. We will let you know if any exemptions under FIPPA apply to the records you are requesting so that you can make an informed decision on whether or not to pay the deposit.

What can I do if access is denied?

You can appeal the decision. FIPPA provides an individual with the right to appeal any decision by the head of an institution, including the decision to charge a fee. The Information and Privacy Commissioner is authorized to conduct an independent review of any decision made by HHHS under FIPPA.

Who can I contact for further information?

HHHS Access Office: Telephone 705-457-1392 ext. 222 or 705-457-2527.