

Privacy, Information, & Records Management

What is the Personal Health Information Protection Act (PHIPA)?

The [*Personal Health Information Protection Act*](#), is the provincial law that establishes rules for the collection, use and disclosure of personal health specific information about individuals. In a School Board, *PHIPA* applies to speech, language and psychological assessments.

What is personal information?

Personal information means any recorded information about an identifiable person, including but not limited to:

- Your race, nationality or ethnic origin,
- Your colour, religion, age,
- Your educational information and/or medical information,
- Your personal views or opinions.

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What is the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)?

The [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#) is the provincial law that requires the protection of personal information, and provides individuals with a right of access to public records. *MFIPPA* has specific exemptions and limitations regarding access to personal information collected, used, retained, disclosed and disposed of by School Boards.

Guiding Principles of MFIPPA

1. The public has the right to information held by institutions covered by the *MFIPPA Act*, and that information should be made available to the public;
2. Any person can make a request for information held by an institution covered by the Act. The Halton Catholic District School Board is an institution under the Act;
3. Any exemptions from the right of access to information should be limited and specific;
4. Individuals have a right to the protection of personal information held by the Board;
5. Decisions to refuse access to information are reviewed independently;
6. Any decisions relating to access to information can be reviewed by the Information and Privacy Commission of Ontario, commonly referred to as the IPC.



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How do I make a formal (FOI) request under MFIPPA?

You may make a request under *MFIPPA* by completing the request form. Completed forms must include an application fee of \$5.00, which may be paid by cash or cheque, payable to the Halton Catholic District School Board. Please provide as much detail as possible about the information you are requesting. You may send the completed request form and your payment to the Freedom of Information Officer at the Board office:

Privacy, Records and Information Management Services

Halton Catholic District School Board
802 Drury Lane
Burlington, ON
L7R 2Y2

You may also reach the department by telephone at: 905-632-6300 and ask for the Manager, Privacy and RIM.

FOI requests are processed within timelines legislated by *MFIPPA* and *PHIPA* and will be calculated based on:

1. Initial 30 day timeline – The standard legislated timeline requirement is to process access requests within 30 days of the receipt of the FOI application and \$5.00 fee;
2. Extended timeline – Privacy legislation permits additional 30 day incremental extensions if a request is too voluminous to meet the initial 30 day timeline. The rationale for securing an extension is based on:
 - a. Whether the access request is too voluminous to respond within the 30 day timeline,
 - b. And/or if there is a need to consult with other individuals to produce the information,
 - c. If meeting the initial timeline would significantly interfere with the operations of the institution at large.

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If you make a request to access records under *MFIPPA* the following fees **may** apply:

- Photocopying and computer printout charges - \$.20 cents per page;
- Discs (CD, DVR) - \$ 10.00 per disc;
- To develop a record from a machine readable record - \$15.00 per ¼ hour;
- Any costs involved in locating, retrieving, processing and copying a record specified in an invoice received by the Board;
- Search time - \$7.50 per ¼ hour;
- Record preparation - \$7.50 per ¼ hour

An estimate will be given for any requests estimated to be over \$25.00. If it is estimated that your request will be \$100.00 or more, a deposit of 50% is required before the request is processed. All fees are payable before the request records are provided.

[Please select the link here to access the Freedom of Information \(FOI\) request form.](#)