

TILLSONBURG DISTRICT MEMORIAL HOSPITAL

ACCESS TO INFORMATION AND CORRECTION OF PERSONAL INFORMATION REQUEST FORM

Please Note: a \$5.00 application fee is required to process all requests (cheque or money order, payable to TDMH).

Request for (check one only): <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to own Personal Information <input type="checkbox"/> Correction of own Personal Information	If the request is for access to, or correction of, own personal information records: Last name appearing on records: <input type="checkbox"/> Same as below, or: _____
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Last name:		
First name:	Middle name:	
Street, address, apartment:		
City/town:	Province:	Postal code:
Telephone number: day _____ evg _____	Email (optional):	

Detailed description of requested records, personal information or personal information to be corrected: (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known.)

Note: if you are requesting a correction of personal information, please state the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:	<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Date:
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For Institution Use Only:	Date Received:	Request Number:
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Personal information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act http://www.e-laws.gov.on.ca/DBLaws/Regs/English/900460_e.htm and will be used for the purpose of responding to your request. For more information, please go to: www.ipc.on.ca.

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FEE SCHEDULE

The hospital is permitted to charge certain fees in connection with responding to an FOI request. Section 57(1) of FIPPA outlines those costs incurred by the hospital that can be charged to the requester as fees, namely:

- (a) the costs of every hour of manual search required to locate a record;
- (b) the costs of preparing the record for disclosure;
- (c) computer and other costs incurred in locating, retrieving, processing and copying a record;
- (d) shipping costs; and
- (e) any other costs incurred in responding to a request for access to a record.

Some of these fees are prescribed by FIPPA Regulation 460. The table below outlines the fees that can be charged in connection with a general records request and the fees that can be charged in connection with a personal information request.

Fees for a General Record Request	Amount / Rate
<i>s. 57(1) FIPPA, s. 6 Reg. 460</i>	
Photocopies and computer printouts	\$0.20 per page
Records provided on CD-ROMs	\$10.00 for each CD-ROM
Manually searching a record	\$7.50 for each 15 minutes spent by any person
Preparing a record for disclosure, including severing a part of the record	\$7.50 for each 15 minutes spent by any person
Developing a computer program or other method of producing a record from a machine readable record	\$15.00 for each 15 minutes spent by any person
Costs, including computer costs, incurred in locating, retrieving, processing and copying the record(s) if those costs are specified in an invoice received by the hospital	Actual costs incurred
Fees for a Personal Information Request	Amount / Rate
<i>s. 57(1) FIPPA, s. 6.1 Reg. 460</i>	
Photocopies and computer printouts	\$0.20 per page
Records provided on CD-ROMs	\$10.00 for each CD-ROM
Developing a computer program or other method of producing a record from a machine readable record	\$15.00 for each 15 minutes spent by any person
Costs, including computer costs, incurred in locating, retrieving, processing and copying the record(s) if those costs are specified in an invoice received by the hospital	Actual costs incurred