



## FREEDOM OF INFORMATION PROTECTION OF PRIVACY FEE SCHEDULE

Providence Care is permitted to charge certain fees in connection with responding to an Freedom of Information Protection of Privacy request. Section 57(1) of FIPPA outlines those costs incurred by hospitals 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.

Fees are prescribed by FIPPA Regulation 460. We are restricted to the fees that are permitted under the Regulation. 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.

<b>Fees for a General Record Request</b>	<b>Amount / Rate</b>
<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