



Hanover & District Hospital Processing Fees under FIPPA

FIPPA incorporates a **user pay** principle. This means that a requester must bear some of the costs that the hospital incurs in processing the FOI request. The specific fees that may be charged to the requester are set out in section 57(1) of the Freedom of Information and Protection of Privacy Act (FIPPA) and Section 6, Regulation 460.

Fees vary depending on whether the FOI request is for general records or records containing the requester's personal information.

Mandatory Application Fee

A \$5 mandatory application fee must accompany a request for either personal information or general records. There is no waiver for this fee even if the record cannot be released or does not exist.

General Records Request Fees

FIPPA permits hospitals to charge several types of fees in connection with general records request. These fees recover some of the costs incurred by the hospital to process the FOI request. They are as follows:

Fees for General Record Request	Amount/Rate
Photocopies and computer printouts	\$0.20 per page
Records provided on CD-ROMs	\$10.00 for each CD-ROM
Manually searching for a record This includes: <ul style="list-style-type: none"> • Examining file indexes; • File plans or listing of records; • Key word searches of computer databases including email; • Locating files sent to central or off-site storage facilities/archives; and • Examining contents of files to identify records that meet search criteria. It does not include: <ul style="list-style-type: none"> • Reviewing records to determine access <i>decisions</i>; • Time spent <i>photocopying</i>; or • <i>Travel time</i> to visit off-site storage. 	\$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

Personal Information Request Fees

In order to enable individuals to access their own personal information, FIPPA provides that some of the fees applicable to general information requests do not apply to personal information requests. Fees for personal information requests are as follows:

Fees for Personal Information Requests	Amount/Rate
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

Fee Estimates and Deposits

The purpose of the fee estimate/deposit is to provide the requester with sufficient information so that they can make an informed decision on whether to proceed with the request as currently formulated (or to amend the request). It also prevents the hospital from investing too much time and effort into a request that may ultimately be abandoned.

If it is anticipated that the fee will be greater than \$100.00, the Hospital may require the requester to pay a deposit equal to 50% of the estimate before it takes any further steps to respond to the request.