



## LAKE OF THE WOODS DISTRICT HOSPITAL

21 Sylvan St. W. • Kenora • Ontario • Canada • P9N 3W7  
Telephone: (807)468-9861 • Fax: (807)468-3939 • E-Mail: [admin@lwdh.on.ca](mailto:admin@lwdh.on.ca)

### Freedom of Information & Protection of Privacy ACT (FIPPA)

#### General Information

The Lake of the Woods District Hospital complies with the Freedom of Information & Protection of Privacy Act (FIPPA) which provides a right for anyone to access certain information held by the hospital. FIPPA applies to general information and an individual's own personal information but **excludes information about personal health, employment and other exclusions** found within the Act. FIPPA applies to hospitals as of January 1, 2012, but is retrospective to January 1, 2007.

FIPPA also protects the privacy of an individual's personal information. Under FIPPA, "personal information" means recorded information about an individual that is **not health information**. This may include the individual's name, address, sex, age, race, education, financial or employment history – and any other information about the individual. The only person who has a right to access personal information is the individual to whom the information pertains to.

#### Making an Access Request

A request for access to general or personal information may be made by completing an **Access Request Form**. Alternately, written requests that refer to the Act will also be accepted. Each Access Request Form must be submitted with a non-refundable \$5.00 application fee.

#### [Access Request Form](#)

Forward completed forms along with the non-refundable \$5.00 application fee (cheque payable to "Lake of the Woods District Hospital") to:

Lake of the Woods District Hospital  
Freedom of Information Coordinator  
c/o Administration  
21 Sylvan St. W.  
Kenora, ON P9N 3W7

When a request is submitted, Lake of the Woods District Hospital will respond within 30 days. This response will either provide access to the requested record, or notify you that the information cannot be released under specific provisions of the Act. If Lake of the Woods District Hospital requires a time extension to prepare the response, you will be notified of this within 30 calendar days of making your request.

#### Fees related to Freedom of Information Requests

Additional fees may apply based on the processing and searching procedures required in retrieving a request. These fees are determined by the Freedom of Information and Protection of Privacy Act. For fees over \$100.00, a deposit of 50% is required to secure the retrieval of records. Records will not be severed, copied or released until the fee is paid.

Fee	Explanation	Rate
Application Fee	Must accompany your request. The fee is mandatory and cannot be waived.	\$5
Search Time	Required to search and retrieve information.	\$7.50 per each 15 minutes spent by any person
Preparing a record for disclosure	Required to ensure final disclosure is in compliance with the FIPPA	\$7.50 per each 15 minutes spent by any person
Computer Programming	May be needed to develop a program to retrieve information.	\$15 per each 15 minutes spent by any person
Photocopying and Computer Printouts		\$.20 per page
Records provided on CD-ROMs		\$10 for each disk
Other costs incurred in locating, retrieving, processing, copying and Delivery/ Shipping Costs		Actual costs as required
Appeal Fee	Payable to the Information & Privacy Commissioner	\$25

### Correcting Personal Information (not health information)

Individuals also have the right to request a correction to information where they believe there is an error or omission. A request for correction to personal information may be made by contacting the Freedom of Information Coordinator at [admin@lwdh.on.ca](mailto:admin@lwdh.on.ca) or 807-468-9861 Extension 2243.