

Make a Freedom of Information (FOI) Request

Follow these steps:

1. First check the Directory of Records to make sure HHHS maintains the information you need.
2. Download and complete the Access Request Form. You must clearly identify the records you are seeking. Be sure to include your contact information.
3. Prepare a cheque or money order for \$5.00 payable to HHHS.
4. Submit your request, together with the non-refundable \$5.00 application fee to:

Office of the Freedom of Information & Privacy Co-ordinator
Haliburton Highlands Health Services
7199 Gelert Road
P.O. box 115
Haliburton, ON. K0M 1S0

Once we receive your application, we will send you a written acknowledgement of your request.

Please see the Directory of Records Tab on the FOI Home Page to view the records we hold. If you would like to make a FOI request, please see the Access/Correction Request Form tab on the FOI Home Page.

Need help completing the form? Contact the HHHS Access office at kchurko@hhhs.on.ca or call 705-457-1392 ext. 222.

Fees

The \$5.00 application fee is mandatory and non-refundable. Under FIPPA, HHHS may charge additional fees to process your request. These may include:

- Search fees of \$7.50 per quarter hour (\$30 per hour) for searching for and preparing a record for disclosure.
- Photocopying charges of \$0.20 per page and \$10. per CD.
- Other charges, if incurred, will be provided in an invoice.

We will let you know if the processing fees exceed \$25. You will be asked to pay a deposit of 50% if the estimated processing cost will exceed \$100. We will let you know whether any exemptions under FIPPA might apply to the records you are requesting so you can make an informed decision on whether or not to pay the deposit.

Decisions related to Freedom of Information requests may be appealed to the Information and Privacy Commissioner. For more information, see the Right of Appeal section on the Information and Privacy Commissioner's website (link on the FOI Home Page).

Contact: HHHS Access Office
Telephone: 705-457-1392 ext. 222
E-mail: kchurko@hhhs.on.ca
November 2011