

# Municipal Freedom of Information and Protection of Privacy Act

In 1991 the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* came into force for all municipalities and local boards in Ontario. Its two main purposes are:

- 1) To provide the right of access to information held by institutions covered by the Act; subject to limited and specific exemptions; and
- 2) To protect the privacy of individuals with respect to their personal information held by government institutions. The County Clerk's office administers the Act on behalf of the United Counties of Leeds and Grenville.

The Act has a number of provisions dealing with the collection, use and disclosure of personal information. To access detailed information about exemptions and procedures relating to the act or its regulations, refer to the Ontario Information and Privacy Commissioners Office [www.ipc.on.ca](http://www.ipc.on.ca) website.

## ***How to Make a Request***

In most cases, it is not necessary to apply under the Municipal Freedom of Information and Protection of Privacy Act to obtain access to the Counties' records. Requests for information can generally be made by calling, writing, or visiting the appropriate department office. When it is deemed appropriate, staff may request that a formal MFIPPA request be made.

To request records under the Municipal Freedom of Information and Protection of Privacy Act, follow these steps:

**Step 1:** Complete a request form, or write a letter stating you are requesting information under the Act. Any clear written request referring to the Act will also be accepted. Include as much detail as you can when you submit your request.

**Step 2:** Forward the completed request form or letter to the County Clerk. Please note a \$5.00 application fee must accompany your request, payable to "United Counties of Leeds and Grenville". Send the completed request form and payment to:

United Counties of Leeds and Grenville  
County Clerk  
25 Central Avenue West, Suite 100  
Brockville, Ontario K6V 4N6

Usually, a request is processed within 30 calendar days. This means the Counties must either provide access to the requested record or notify you that the information is exempt under the specific provisions of the Act. If the Counties requires a time extension for any reason, you will be notified.

## Fees – General

When the Counties must spend time assembling the records responsive to a request, the Act provides for the application of fees. In addition to the \$5.00 application fee, the Act provides that costs may apply; however, sometimes the fees can be waived by the Counties.

Costs that may apply are:

FEE	EXPLANATION	RATE
Search Time / Record Preparation Charges	A charge may be applied for every hour of manual search time needed to locate a record and/or the time involved in physically severing exempt material in preparation for disclosure	\$7.50 / 15 minutes/person
Photocopying Charges		\$ .20/page
Shipping Costs	Shipping charges such as postage or courier can be applied.	

## How to correct information held about you

Where the Counties collects personal information about individuals, the Act provides that individuals have the right to correct their own personal information if it is in error. This applies only to personal information about you. After access has been granted to personal information, the individual has the right to request:

- a) Correction of personal information;
- b) A statement of disagreement be attached to the record;
- c) Notification of correction or disagreement be sent to anyone who received your information within the previous year

The right of correction applies only to personal information to which an individual is provided access.

Again, you must complete a Request Form and remit a \$5.00 payment.

The Counties decides whether the correction will be made. Once it has been decided whether or not the information is to be corrected, the County Clerk will notify you. These decisions may be appealed to the Office of the Information and Privacy Commissioner.



# Request Form

**Please Note: A \$5.00 application fee is required for all requests.**

Mail to: County Clerk  
25 Central Ave. West, Suite 100  
Brockville, Ontario K6V 4N6

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information	Name of Institution request made to: <input type="checkbox"/> United Counties of Leeds and Grenville
<input type="checkbox"/> I will need the documentation requested to be provided in an alternate format. Please describe the format required (e.g. larger type, etc.)	

If request is for **access to**, or **correction of**, own personal information records:  
 same as below, or:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Address: (Street / Apt. No. / P.O. Box / R.R. No.)
First Name: _____	_____
Middle Name: _____	City/Town: _____
Last Name: _____	Province: _____
Telephone Number (Day): (____) _____	Postal Code: _____
Telephone Number (Evening): (____) _____	Email: _____

Detailed description of requested records. (If you are requesting access to or correction of your personal information, please identify the record containing the person information, if known\*.)

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**\*Note:** If you are requesting a correction of personal information, please indicate 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.

Signature: _____	Date: _____
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<b>For Institution Use Only</b>		
Date Received:	Request Number:	Comments:

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act / Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Registrar, Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, Ontario M4W 1A8. Telephone (416) 326-3333 or toll free 1-800-387-0073.