

LAKE OF THE WOODS DISTRICT HOSPITAL	DEPARTMENT ADMINISTRATION	NUMBER
POLICY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT COMPLIANCE		DATE December 2011

PURPOSE

To ensure Lake of the Woods District Hospital (LWDH) complies with the Freedom of Information and Protection of Privacy Act (FIPPA).

POLICY

As part of the Broader Public Sector Accountability Act, LWDH will comply with FIPPA beginning January 1, 2012. LWDH will ensure the coordinated efforts to respond to requests in a timely manner and apply the exclusions and exemptions stated within the Act. Expectations of the Act will be incorporated into routine practices and policies as required.

Informal requests

Requests for general or personal records, that do not fall under another Act, will be processed outside of FIPPA as long as the requester is in agreement with this option. The purpose of processing requests informally is to provide the requester with information in a timely manner while avoiding the possibility of an appeals process. The requester will be provided a written notice stating that the request is being processed informally and the requester is not entitled to an appeals process. Additional fees for informal requests will be consistent with those of FIPPA (set out in Regulation 460) and LWDH will make every effort to respond to the request within 30 calendar days.

Definitions

Personal information refers to information recorded about an individual that can identify that individual including:

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, or marital or family status of the individual
- (b) information relating to the education or the medical, psychiatric, psychological, criminal, or employment history of the individual, or information relating to financial transactions in which the individual has been involved
- (c) any identifying number, symbol, or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints, or blood type of the individual
- (e) the personal opinions or views of the individual, except where they relate to another individual
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a

private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence

(g) the views or opinions of another individual about the individual

(h) the individual's name where it appears with other personal information relating to the individual, or where the disclosure of the name would reveal other personal information about the individual

Personal information does *not* include:

(a) information about an individual who has been deceased for more than 30 years

(b) references to employees in records generated in the normal course of business

(c) an individual's name (on its own). To be personal information within the meaning of FIPPA, the name must be associated with other personal information

(d) business information

Powers, duties & delegation

The Board Chair, who is ultimately accountable for most of the hospital's decisions under FIPPA, has delegated the authority to exercise his or her powers to the President & CEO.