

FIPPA -FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

BY QI TIAN

<Yes / No>

<Details>

- 1.3. Is there a methodology to recognize and correct poor privacy design, practices and outcomes well before they occur?

<Yes / No>

<Details>

- 1.4. What gaps remain?

<Details>

2. Privacy as the Default setting

- 2.1. Is personal information automatically protected in IT system, business practice and physical design?

<Yes / No>

<Details>

- 2.2. Is the purpose for the collection, use, retention and disclosure of personal information clearly communicated to the individual at or before the collection?

<Yes / No>

<Details>

- 2.3. Is the collection, use, retention and disclosure of personal information limited to the strict minimum necessary, and consistent with individual consent, including secure destruction?

<Yes / No>

<Details>

- 2.4. Does the project meet or exceed the requirements of FIPPA?

<Yes / No>

<Details>

2.4. Does the project meet or exceed the requirements of FIPPA?

<Yes / No>

<Details>



Graduation Information Letter Office of the Registrar

STUDENT INFORMATION:

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	Surname:	Previous Name (if applicable):
Student No.:	Given Name(s):	
Daytime Phone No.:	U of T Email Only:	

GRADUATION INFORMATION:

Select Month: <input type="checkbox"/> June <input type="checkbox"/> November	Indicate Year: _____	Indicate Degree: _____
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Please select one of the letter options:

- ☐ **Intent to Graduate** – confirms that you have submitted a graduation request. This letter **does not** confirm your eligibility to graduate. *[Processing time: 1 to 2 business days]*
- ☐ **Eligibility to Graduate** – verifies that you have or will satisfy all of your degree and program requirements, although you have not yet officially graduated until your Convocation has taken place. Please select one of the following choices:
 - ☐ Process letter even though my courses are currently in progress. *[Processing time: At least 5 business days]*
 - ☐ Process as soon as final grades for my current course(s) are available on ROSI. *[Processing time: 2 weeks after exam period]**Note: Unresolved academic offence in a course will result in the grade being withheld pending review (GWR). The GWR notation will be noted in the letter.*
- ☐ **Certification of Degree** – confirms you have graduated only after your Convocation has taken place. *[Processing time: 1 to 2 business days]*

RELEASE INFORMATION: (Please select one)

<input type="checkbox"/> PICK UP at the UTM Office of the Registrar (Letters will be held for six months from ready date, and will then be destroyed. No refunds will be issued).			
<input type="checkbox"/> MAIL TO: Recipient's Name: _____		Company (if applicable): _____	
Street Address: _____	Province/State: _____	Postal/Zip Code: _____	Suite #: _____
City/Town: _____	Country: _____		
Do you wish to receive an email notification when letter is ready for pick up? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you wish to have the letter faxed in addition to mailpickup, please specify: Name: _____ Fax #: _____			

PAYMENT INFORMATION:

Please note that all fees are non-refundable and non-transferable. The fee for the first letter is \$7. Additional letter copies are \$1 each.	First letter at \$7.....\$ 7 Include _____ additional letter copies at \$1 each.....\$ _____ TOTAL PAYMENT \$ _____
--	---

<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Discover Complete this section only if faxing/mailling this form to our office: Card Number: _____ CVV/CVC code: _____ Expiry Date (MM/YY): _____ / _____ Name of Cardholder: _____ <input type="checkbox"/> Debit (Payment in person only)	I authorize the UTM Office of the Registrar to charge my credit card account the above total payment for my letter(s). Cardholder Signature: _____ Date: _____
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FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McLurich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

Student Signature: _____ Date: _____

Return this completed form along with payment to the Office of the Registrar, University of Toronto Mississauga.
3359 Mississauga Road, Innovation Complex, Mississauga, ON, L5L 1C6 - Tel: 905.828.5399 / Fax: 905.569.4301

FOR OFFICE USE ONLY

Grad. Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Financial Holds: <input type="checkbox"/> No <input type="checkbox"/> Yes	Received By: _____ on _____	Amount Paid: \$ _____
Academic Status: <input type="checkbox"/> Good Standing <input type="checkbox"/> PROB <input type="checkbox"/> SUSP	Arrears: <input type="checkbox"/> No <input type="checkbox"/> Yes	Processed By: _____ on _____	<input type="checkbox"/> Emailed Student
		<input type="checkbox"/> Sent emailed to Dept. on _____	Revised Dec 2014



Welcome

Office of the Registrar Login Page

A- A A+

Login

UTORid / JOINid	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

If you have problems logging in, please contact the Office of the Registrar at 905-828-5399

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DECLARATION, CONSENT AND SIGNATURE:

I understand that I can only take courses offered at the University of Toronto Mississauga campus.

The name shown on this form is the complete name by which I am legally and correctly known. I understand that this name will be officially recognized in academic records of the University, and will not be changed without formal verification. I hereby certify that all statements on this application and in any material filed in support hereof are true, correct and complete and all information has been disclosed. I understand that it is my responsibility to adhere to all University rules, regulations and deadlines. Failure to do so will result in my admission to, or registration in, the University being rescinded and cancelled after notice in writing to me at my e-mail address recorded on ROSI. I hereby certify that I have read, understood and accept the registration information above.

Student's Signature: _____ Date: _____

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SUBMISSION

Return completed application form along with original Letter of Permission, unofficial transcript and application fee by the deadline to:

Office of the Registrar
University of Toronto Mississauga
3359 Mississauga Road
Innovation Complex
Mississauga, ON L5L 1C6
905.828.5399

FOR OFFICE USE ONLY

Date Received: _____	Amount Paid: _____	<input type="checkbox"/> Debit <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex
Previous Registration: Year _____	<input type="checkbox"/> Fall/Winter <input type="checkbox"/> Summer	Course Code: _____ Grade: _____
Letter of Permission Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Unofficial Transcript Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	High School Transcript Attached (if applicable): <input type="checkbox"/> Yes <input type="checkbox"/> No
Processed by: Date _____		Staff: _____

Revised Dec 2014

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Financial Aid Change Form

Please specify one:

- ☐ OSAP (Check One: ☐ Fall/Winter ☐ Summer)
- ☐ Part-time Financial Aid (Noah Meltz/P.T. OSAP)
- ☐ OTG
- ☐ UTM Grant

Please ensure that your contact information is correct on ROSI and on the OSAP website. This is the information that we use to contact you.

ALL AREAS OF THIS FORM MUST BE COMPLETE
INCOMPLETE FORMS WILL **NOT** BE PROCESSED

Surname _____ First Name _____

() _____
Phone # _____ @mail.utoronto.ca e-mail address _____

Student # _____ SIN# _____

Signature _____ Date _____

Information to be changed (please attach more sheets if necessary):

NOTE: If you are reporting a change in your income, please specify the period that you are reporting the change for (i.e. pre-study period, study period...etc.) Please attach any supporting documentation you may have to this form.

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-5385, Room 201, McLurich Bldg, 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

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WHAT IS FIPPA

- The Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. F.31) (commonly abbreviated FIPPA) is an Act of the Legislative Assembly of Ontario. FIPPA legislates access to information held by public institutions in Ontario subject to specific requirements to safeguard the personal information of individuals.
- In 1977, the Williams Commission was convened with a mandate from Ontario's Attorney General to report on public information policies of the Government of Ontario. The Commission presented recommendations to the provincial legislature in August, 1980.
- The resulting Act came into effect on January 1, 1988.



[Français](#)

Freedom of Information and Protection of Privacy Act

R.S.O. 1990, CHAPTER F.31

Consolidation Period: From December 11, 2014 to the [e-Laws currency date](#).

Last amendment: 2014, c. 13, Sched. 6, ss. 1, 2.

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INTRODUCTION

- Applies to Ontario's provincial ministries and most provincial agencies, boards and commissions, as well as community colleges, universities, Local Health Integration Networks (LHINs) and hospitals
- The Municipal Freedom of Information and Protection of Privacy Act applies to local government institutions, including municipalities, police services boards, school boards, conservation authorities, boards of health and transit commissions.
- <http://www.fippa.utoronto.ca/home.htm>



FIPPA and its Application to the University of Toronto

Beginning June 10, 2006 Ontario universities, including the University of Toronto, are covered by the [Freedom of Information and Protection of Privacy Act](#) (the Act), which supports access to University records and protection of privacy [...more](#)

Welcome

Welcome to the FIPPA website. Please refer to this section for information regarding the University's policies and procedures related to the Freedom of Information and Protection of Privacy Act.

[Emergency Disclosure of Personal Information at the University of Toronto](#), a guideline published jointly by the Freedom of Information & Protection of Privacy Office, and the Crisis Manager, March 2009

[Protecting Students' Privacy in Class, Bulletin article August 21, 2007](#) For guidelines to practices featured in the UofT Bulletin on May 29, 2007, see [General and Administrative Access and Privacy Practices](#).

New FIPPA practices explained: How practices will affect staff's day-to-day operations, [Bulletin article May 29, 2007](#)

For guidelines to best practices for student-faculty interactions, see [Q & A's for Instructors under FIPPA](#).

Read more about FIPPA in the [UofT Bulletin, Jan. 9, 2007](#).

[Three Things You Should Know About Access and Privacy](#).

[Expanded Notice of Collection](#).

Encrypting personal and confidential information, [Bulletin article July 26, 2012](#)

- Most records in the custody or under the control of the University are subject to the Act and the great majority of these will be available if requested.
- **Some records which will generally be accessible under the Act include:**
 - those containing your own personal information;
 - most university administrative records;
 - records about the subject matter or amount of funding of University research;
 - records of University staff employment expenses.

- A few types of records, however are specifically excluded so the Act does not apply to them. A few other types are covered by the Act but exempt from disclosure to protect public concerns, privacy, University operations or other important interests.
- **Examples of records which may not be accessible under the Act include:**
 - those that are neither in the custody nor under the control of the University;
 - records donated to the University Archives by a private individual or corporation;
 - most University labour relations or employment records;
 - records respecting University research, except the subject matter and the amount of funding related to research;
 - records available to the public or expected to be published within ninety days;
 - University teaching materials.



Office of the Campus Council

[Campus Council & Committees](#) ▾

[Resources](#) ▾

[Elections 2015](#) ▾

[Academic Appeals](#) ▾

[Archives](#) ▾

[FIPPA](#)

2015 Community Member Applications now being accepted



Alumni and other individuals from the broader community with a close relationship with the UTM who are not members of the Governing Council are invited to apply to serve on the UTM Campus Council. Well qualified individuals who wish to add their strengths to these governance bodies are needed. The deadline to complete and submit this application form online is Monday, March 16, 2015 at 5:00 p.m. When you are ready to complete your application, please click below.

[Application Form](#) >

[Home](#) > [FIPPA](#)

FIPPA -Freedom of Information and Protection of Privacy Act Information

Welcome to the UTM FIPPA website. Please refer to this page for [UTM's Privacy Policy](#).

For more information about the University's protection of privacy resources, policies and procedures, including training resources, please visit the University of Toronto's [Freedom of Information and Protection of Privacy Office](#) website.

[UTM Privacy Policy](#)

Questions about UTM's Privacy Policy should be directed to UTM's Freedom of Information Liaison:

Cindy Ferencz Hammond
Director of Governance, UTM
Assistant Secretary of the Governing Council
cindy.ferencz@utoronto.ca
905-828-5233

THERE ARE 2 COMPONENTS TO FIPPA

- **1. Freedom of Information**
 - Access
 - Exemptions
- **2. Protection of Privacy**
 - Collection
 - Retention
 - Use and disclosure

- The purposes of this Act are to make public bodies more accountable to the public and to protect personal privacy by
 - (a) giving the public a right of access to records
 - (b) giving individuals a right of access to, and a right to request correction of, personal information, about themselves
 - (c) specifying limited exceptions to the rights of access,
 - (d) preventing the unauthorized collection, use or disclosure of personal information by public bodies, and
 - (e) providing for an independent review of decisions made under this Act.

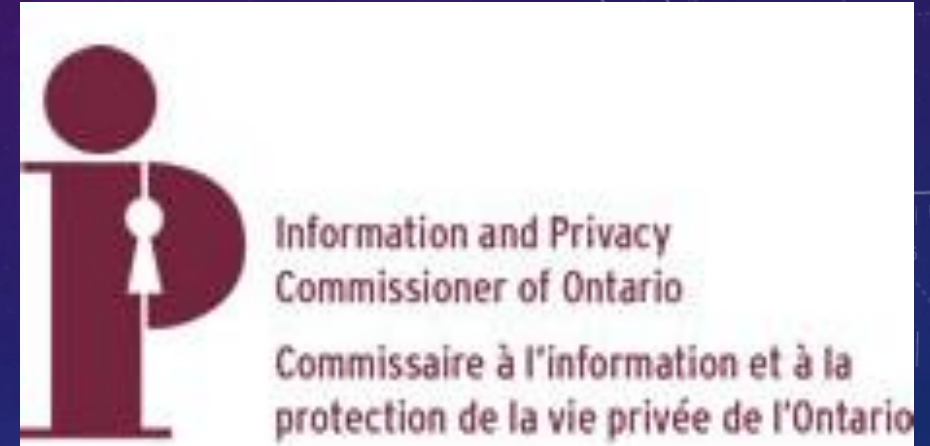
ACCESS

Right of access to records

Formal access process available

Exemptions to access are limited and specific

Independent review: All decisions can be appealed to the Information and Privacy Commissioner of Ontario



WHAT IS A RECORD?

Once collected, personal information becomes a record

What is a “record”

‘record’ means any record of information however
recorded, whether in printed form, on film, by

electronic means or otherwise, and includes: drafts, post-it notes, hard drive files, e-mail, voice mail,
agendas, address books, etc.



Mandatory exemptions require a public institution to refuse to disclose a record.

The list includes:

- • Cabinet records;
- • third party information if supplied in confidence and where disclosure could prejudice the interests of a third party;
- • personal information about individuals other than the requester where disclosure would constitute an unjustified invasion of personal privacy.

Discretionary exemptions allow a public institution to decide whether it should disclose the requested record. They include:

- • information about inter-governmental relations, if the information was received in confidence; • advice or recommendations within the institution;
- • law enforcement;
- • defence;
- • information which could prejudice the financial or other specified interests of the institution;
- • solicitor-client privilege;
- • information which could endanger the health or safety of an individual;
- • information already available to the public or soon to be published.

EDUCATION SPECIFIC EXEMPTIONS

- Teaching materials or research information of faculty members, teaching assistants, research assistants or other persons teaching or carrying out research at a post-secondary educational body
- A record of a question that is to be used on an examination or test

RESPONDING TO FIPPA ACCESS REQUESTS

- 30 business days to respond to the request
- Must provide a written response confirming the reasons for refusing access to all or part of the records and the exception(s) to disclosure on which the refusal is based;
- And You need to pay. Usually \$5

COMMON ACCESS REQUESTS RECEIVED BY UNIVERSITIES

- Media requests for employees' salary and travel expenses information
- Unsuccessful job applicants or service providers
- Disciplined or dismissed employees seek investigation and decision information
- Employees who disagree with decisions about other employees or students
- Students disciplined or expelled from the university
- Contracts with service providers/companies to provide services

SOME ADVICE REGARDING FIPPA ACCESS REQUESTS

Record information in an objective, professional manner;

Avoid adding information about your personal life in business emails;

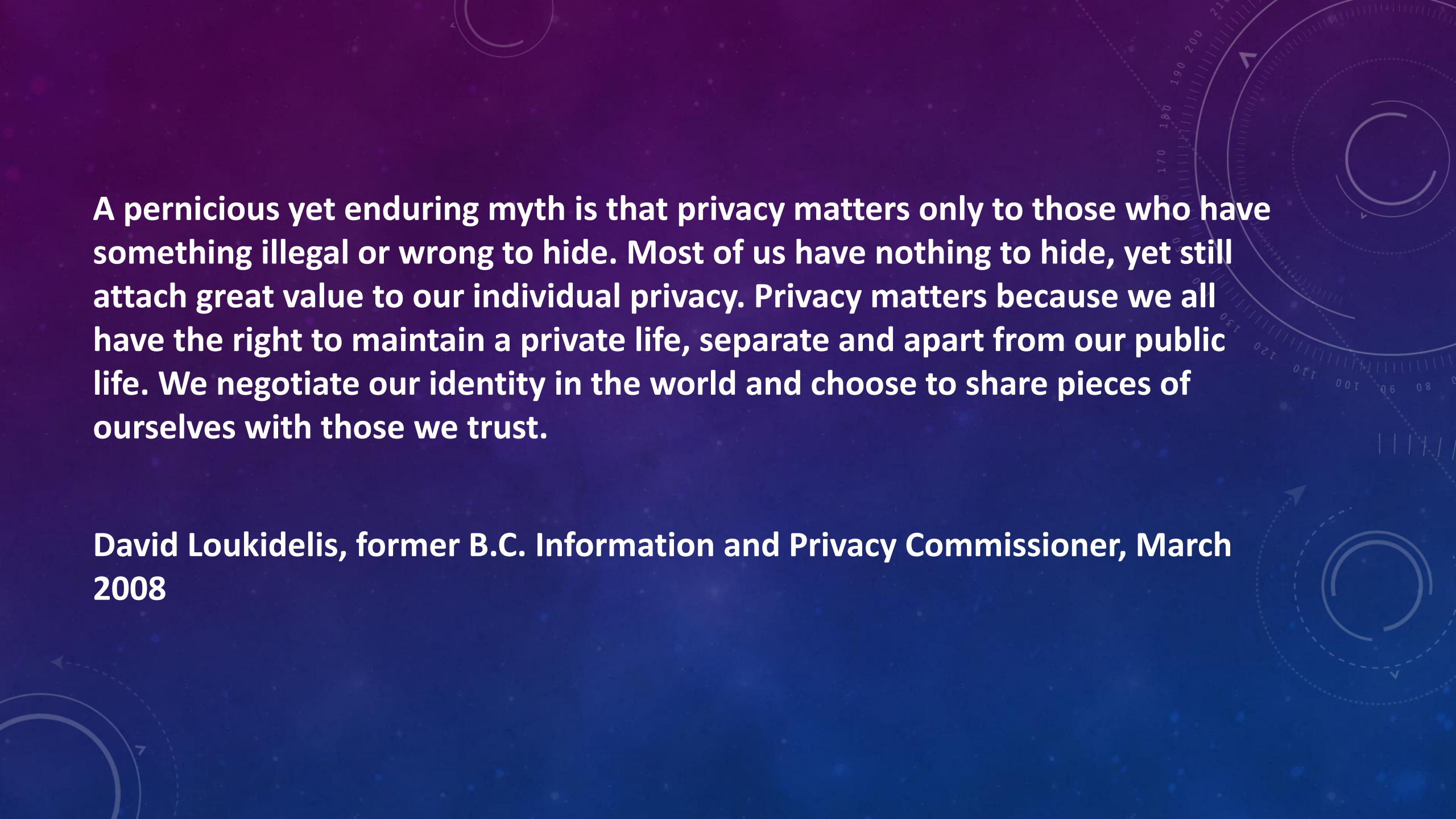
Retain records for appropriate time periods;

Destroy records at the end of established retention periods and outdated drafts as soon as possible

Conduct a reasonable search for responsive records

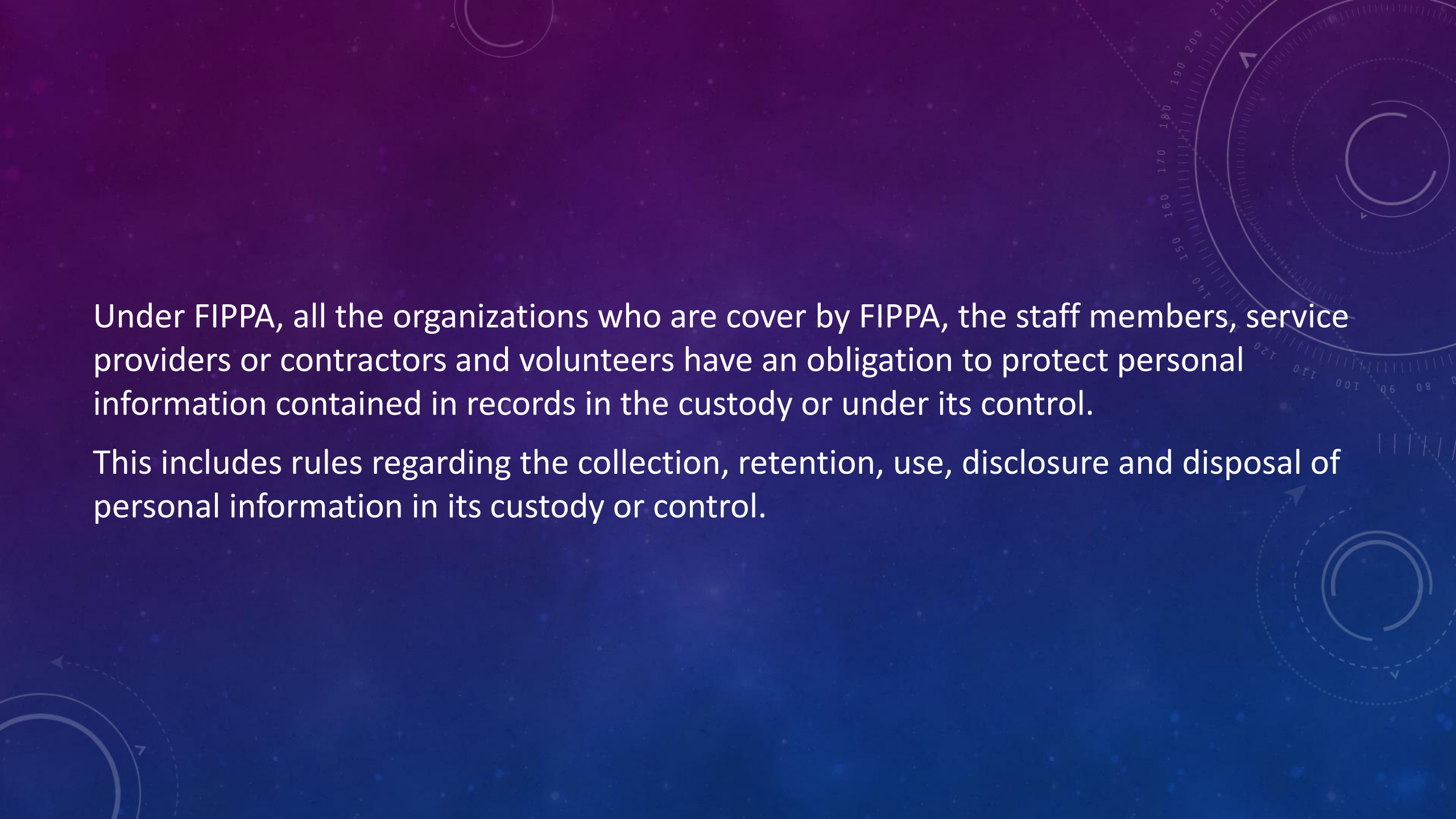
PROTECTION OF PRIVACY





A pernicious yet enduring myth is that privacy matters only to those who have something illegal or wrong to hide. Most of us have nothing to hide, yet still attach great value to our individual privacy. Privacy matters because we all have the right to maintain a private life, separate and apart from our public life. We negotiate our identity in the world and choose to share pieces of ourselves with those we trust.

David Loukidelis, former B.C. Information and Privacy Commissioner, March 2008



Under FIPPA, all the organizations who are cover by FIPPA, the staff members, service providers or contractors and volunteers have an obligation to protect personal information contained in records in the custody or under its control.

This includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control.



Right to access and request correction of own personal information

Right to complain to Information and Privacy Commissioner when privacy rights have been violated

WHAT IS PERSONAL INFORMATION

Recorded information about an identifiable individual including:

- –Ethnic origin, race, religion, age, sex, sexual orientation, etc.
- –Information on education, financial, employment, medical, psychiatric, psychological or criminal history
- –Identifying numbers
- –Home address, telephone number etc.
- –Personal opinions of, or about, an individual
- –Personal correspondence
- –Name where it appears with or reveals other personal information
- –Name, position and records about routine work matters **NOT** usually considered personal information

COLLECTION OF PERSONAL INFORMATION

- Collection must have legal authority to collect
 - Expressly authorized by statute, or
 - Used for law enforcement, or
 - Necessary for administration of a lawfully authorized activity
- Must Collect Directly from the individual
- Must provide **notice of collection**

PERSONAL INFORMATION RETENTION/DESTRUCTION

- Held for at least 1 year after last use
- Only use if PI is accurate
- Dispose of PI effectively, securely
- Do not destroy requested record
- Use appropriate security precautions

SECURITY

FIPPA requires public bodies to protect personal information by making **reasonable security arrangements** against such risks as unauthorized access, collection, use, disclosure or disposal

- Hard copy records
- Electronic Records

USE OF PERSONAL INFORMATION

- For original purpose it was collected or a consistent purpose
- Otherwise consent is needed

DISCLOSURE OF PERSONAL INFORMATION

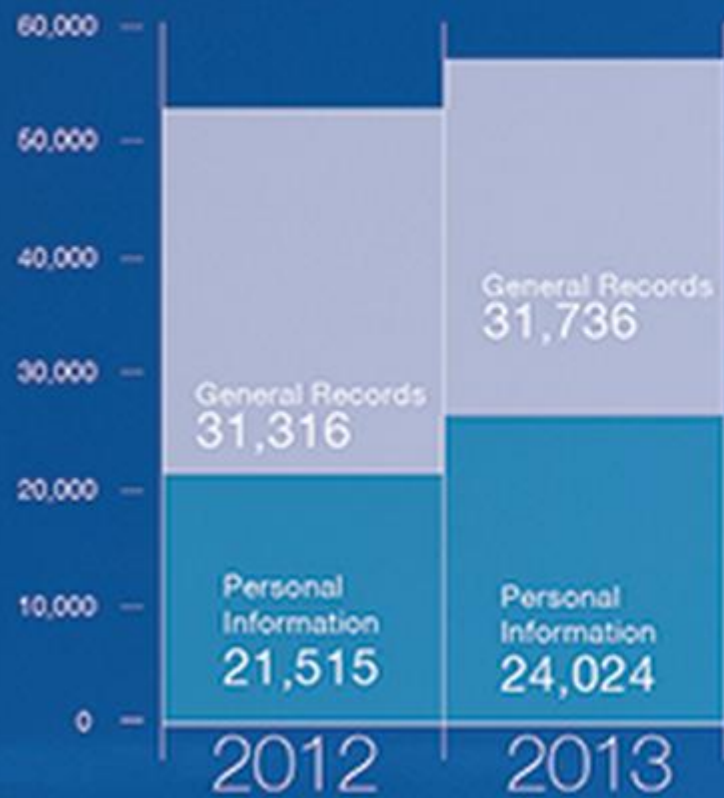
- In accordance with FIPPA request
- With Consent
- For Original or consistent purpose
- Where needed in connection with duties
- Compliance with legislation
- For law enforcement
- Compelling circumstances(life, health, safety)
- Emergency situations: **Never Hesitate** in emergencies!!

PRIVACY EVENT RESPONSE

- **Immediately** notify manager and FOIL. FIPP Office will;
- Stop problem
- Remedy harm
- Notify affected individuals
- Educate staff, fix processes
- Involve/notify IPC
- **If in doubt**, always notify! – including requests for personal information by law enforcement agencies

Privacy Impact Assessment

- Until 2010 fall, only provincial government ministries were required
- With the November 2011 amendments, the university now has the same obligation



OVERALL REQUESTS



2013 AT A GLANCE

PROVINCIAL SUMMARY

PERSONAL INFORMATION

REQUESTS

2013 6,825 ↑ **17%**
2012 5,813

APPEALS OPENED

2013 186 ↑ **14%**
2012 163

APPEALS CLOSED

2013 143 ↓ **13%**
2012 164

AVERAGE COST

2013 \$6.04 ↑ **21%**
2012 \$4.98

GENERAL RECORDS

REQUESTS

2013 13,996 ↓ **1%**
2012 14,158

APPEALS OPENED

2013 421 ↓ **8%**
2012 456

APPEALS CLOSED

2013 454 ↑ **15%**
2012 395

AVERAGE COST

2013 \$40.57 ↓ **3%**
2012 \$41.99

TOTAL REQUESTS

2013 20,821 ↑ **4%**
2012 19,971

PRIVACY COMPLAINTS OPENED

2013 120 ↓ **23%**
2012 155

PRIVACY COMPLAINTS CLOSED

2013 118 ↑ **23%**
2012 154

TOP 10 PROVINCIAL INSTITUTIONS



Ranked by number of requests completed in 2013.

INFORMATION AND PRIVACY COMMISSIONER OF ONTARIO

- <https://www.ipc.on.ca/english/Home-Page/>

Fees

Requests:

You must include a \$5 application fee, payable to “The Minister of Finance,” when you make your request.

Appeals:

You must pay an application fee when you make your appeal to the IPC.

Appeal fees:

- \$10 for requests related to access to or correction of your personal information;
- \$25 for requests related to access to general records.

The fee, which may be paid by personal cheque or money order – made out to “The Minister of Finance” – must accompany your appeal.

Please note: Work on requests or appeals will not begin until the fee is received.

Further information is available from the Office of the Information and Privacy Commissioner of Ontario at www.ipc.on.ca.



Thank you. Any Question?