

Access/Correction Request

Freedom of Information and Protection of Privacy Act

Freedom of Information Coordinator
 Baycrest
 eHealth, Baycrest Hospital
 3560 Baycrest Avenue
 Toronto, Ontario M6A 2E1

Telephone: 416-785-2500 ext. 6300
 Facsimile: 416-785-2372

This request form should be submitted to Baycrest Hospital's Freedom of Information Coordinator. Please note that a \$5.00 application fee is required for all requests. Your fee may be submitted through cheque or money order payable to Baycrest Hospital. Requests for information under the Freedom of Information and Protection of Privacy Act will not begin to be processed until this fee has been received. It is the responsibility of the requestor (you) to ensure this form, along with the application fee is mailed/delivered to the above address.

Request For:

**Access to
General Records**

**Access to Personal
Information**

**Correction to your own
Personal Information**

Last Name

First Name

Middle Initial

Dr. Mr. Ms.

Mrs. Miss.

Address (Street Number, Name, Apt. Number)

City or Town

Province

Postal Code

Telephone (Day)

()

Telephone (Evening)

()

Provide a **detailed description** of the requested records, personal information or personal information to be corrected. If you are requesting a correction of personal information, please indicate the desired correction and attach and supporting documentation.

Date range of records (yyyy/mm/dd). Example: 2008/02/21—2008/03/14

Signature

Date (yyyy/mm/dd)

The personal information submitted in this form is collected in accordance with subsection 38(2) of the Freedom of Information and Protection of Privacy Act (FIPPA, R.S.O 1990, c.F.31) as amended. The information provided will be used to respond to requests for information and for correction of personal information held by Baycrest. Questions about this collection may be directed to the Freedom of Information Coordinator.

GENERAL INFORMATION

Requests for General Records:

All Baycrest records may be requested through the *Freedom of Information and Protection of Privacy Act* subject to legislated exemptions and exclusions that may apply. Baycrest is permitted to charge certain fees when responding to an access request. Section 57 (1) of FIPPA outlines the fees Baycrest may charge.

Fees:

Application Fee:	\$5.00—To be paid when you submit your request
Photocopying:	\$0.20 per page
CDs:	\$10.00 per disk
Record preparation:	\$7.50 per 15 minutes spent by any person

Requests for Personal Information:

Information related to the requestor is referred to as Personal Information. Baycrest may release Personal Information of the individual to whom the records pertain or another authorized individual subject the legislated exemptions or exclusions.

Fees:

Application Fee:	\$5.00—To be paid when you submit your request
CDs:	\$10.00 per disk

Excluded Records

The *Freedom of Information and Protection of Privacy Act* **does not apply** to the following type of records:

- Personal Health Information;
- Records related to the operations of the Baycrest Foundation;
- Records related to a physician's personal practice;
- Records related to charitable donations made to Baycrest;
- Records related to certain labour relations, employment and placement matters;
- Records related to certain appointment and privileging matters;
- Certain records associated with research (including clinical trials); and
- Certain records related to teaching materials

Exempt Records:

Baycrest **may refuse to disclose** the following types of records:

- Third party information;
- Another individual's personal information;
- Certain records related to advice or recommendations;
- Certain records that could prejudice the financial or other specified interests of Baycrest;
- Information subject to solicitor-client privilege;
- Information that could be reasonably expected to endanger the health or safety of an individual; and
- Information already publically available or soon to be published;