

**Information Access/Correction Request Form**  
 Freedom of Information & Protection of Privacy Act (FIPPA)

**Please Note: There is a \$5.00 non-refundable application fee that must accompany a request to initiate processing**

An access/correction request for information will be processed in accordance with the fees and time limits set out in the *Freedom of Information and Protection of Privacy Act* and regulations.

(See reverse side)

**PART A: To be completed in full by the Requester**

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

**Directed to:**

Windsor Regional Hospital - Health Record  
 Release of Information Clerk  
 1995 Lens Ave,  
 Windsor, ON  
 N8W 1L9

If request is for **access to**, or **correction of** own personal information records, indicate if the last name appearing on records is:      same as below      or:

**Contact Information**

Last Name	First Name	Middle Name
Street Address	City/Town	Province
Postal Code	Telephone Number (Day):	Telephone Number (Evening):

**Details of Request**

Detailed description of requested records, personal information records or correction of personal information:

<b>Preferred method of access to records:</b> <input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine Original	Signature:	Date Submitted:
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**PART B: For Office Use Only**

Date Fee Received:	Request Number:
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Personal information contained on this form is collected under section 17 of the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information Coordinator at Windsor Regional Hospital, 1995 Lens Ave, Windsor, ON N8W 1L9

**Applicable Fees For Making an Access Request for Records**

*Regulation 460, Freedom of Information and Protection of Privacy Act*

6. The following are the fees that shall be charged for the purposes of subsection 57(1) of the Act for access to a record:
  1. For photocopies and computer printouts, 20 cents per page.
  2. For records provided on CD-ROMs, \$10 for each CD-ROM.
  3. For manually searching a record, \$7.50 for each 15 minutes spent by any person.
  4. For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
  5. For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person.
  6. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received. O. Reg. 21/96, s. 2; O. Reg. 92/07, s. 1.
- 6.1 The following are the fees that shall be charged for the purposes of subsection 57 (1) of the Act for access to personal information about the individual making the request for access:
  1. For photocopies and computer printouts, 20 cents per page.
  2. For records provided on CD-ROMs, \$10 for each CD-ROM.
  3. For developing a computer program or other method of producing the personal information requested from machine readable record, \$15 for each 15 minutes spent by any person.
  4. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the personal information requested if those costs are specified in an invoice that the institution has received. O. Reg. 21/96, s. 2; O. Reg. 92/07, s. 2.
7. (1) If a head gives a person an estimate of an amount payable under the Act and the estimate is \$100 or more, the head may require the person to pay a deposit equal to 50 per cent of the estimate before the head takes any further steps to respond to the request. O. Reg. 21/96, s. 3.
  - (2) A head shall refund any amount paid under subsection (1) that is subsequently waived.  
R.R.O. 1990, Reg. 460, S.7(2).