

FIPPA ACCESS REQUEST FEE SCHEDULE

The Freedom of Information and Protection of Privacy Act (FIPPA) prescribes the fees that the Kingston Health Sciences Centre (KHSC) must charge a requestor for specified goods and services. The purpose of this section is to present in table format, for ease of reference, all relevant provisions that bear on charging fees.

Relevant provisions in the Act

Section 24(1)(c)	Making an access request	Pay the \$5 fee prescribed by Reg. 460, s. 5.2
Section 48(1)(c)	Making a request for access to one's own personal information	Pay the \$5 fee prescribed by Reg. 460, s. 5.2
Section 57(1)	Fees	Specifies goods and services for which fees must be paid as prescribed by Reg. 460, s. 6-6.1
Section 57(3)	Fee estimate	Give a reasonable estimate of fees that exceed \$25 (see also Reg. 460, s. 7)
Section 57(6)	Disposition of fees	Shall be paid and distributed as prescribed by regulation. No regulation passed. In absence of regulation, KHSC may distribute fees that it collects at its discretion

<i>Fees for access to general information</i>		
Reg. 460, s. 6	Photocopies and computer printouts	\$0.20 per page
	Floppy disks	\$10 per disk
	Manually searching for a record	\$30 per hour (\$7.50 for each 15 minutes) spent by any person
	Preparing a record for disclosure, <u>including</u> severing part of record	\$30 per hour (\$7.50 for each 15 minutes) spent by any person
	Developing a computer program or other method of producing a record from a machine-readable record	\$60 per hour (\$15 for each 15 minutes) spent by any person

	Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by KHSC	Actual costs
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<i>Fees for access to personal information</i>		
Reg. 460, s. 6.1	Photocopies and computer printouts	\$0.20 per page
	Floppy disks	\$10 per disk
	Developing a computer program or other method of producing a record from a machine-readable record	\$60 per hour (\$15 for each 15 minutes) spent by any person
	Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by KHSC	Actual costs
Reg. 460, s. 7(1)	Fee deposit	KHSC may require requestor to pay 50% of the total estimated fee <u>if</u> it is \$100 or more
Reg. 460, s. 7(2)	Fee refund	KHSC must refund any fee deposit paid that is subsequently waived