

FIPPA ACCESS REQUEST FEE SCHEDULE

The Freedom of Information and Protection of Privacy Act (FIPPA) prescribes the fees that the Kingston General Hospital (KGH) must charge a requester 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

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| 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, KGH may distribute fees that it collects at its discretion |

Fees for access to general information

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| 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 the hospital | Actual costs |

| Fees for access to personal information | | |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 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 the hospital | Actual costs |
| Reg. 460, s. 7(1) | Fee deposit | KGH may require requester to pay 50% of the total estimated fee <u>if</u> it is \$100 or more |
| Reg. 460, s. 7(2) | Fee refund | KGH must refund any fee deposit paid that is subsequently waived |