



FIPPA ACCESS/CORRECTION REQUEST FORM

Application Fee: An application fee of **\$5.00** is to accompany all requests for information and/or corrections under the *Freedom of Information and Protection of Privacy Act*.

Request for (check one box below):

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

CAMH Site: _____

Dept or Program Area: _____

Other Institution (if applicable): _____

Please include a photocopy of one piece of valid government-issued photo identification with any request for your own personal information.

Last Name: _____

First Name: _____

Daytime Phone#: _____

Email: _____

☐ You acknowledge and understand that email messages are not encrypted on the hospital email system, and, therefore, CAMH cannot guarantee the security and confidentiality of messages that you send to or receive from CAMH.

Address: _____

Suite/Apt #: _____

City/Town: _____

Province: _____

Postal Code: _____

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

Preferred method of access:

☐ Examine Original

OR

☐ Receive Copy

Signature of Applicant: _____

Date: _____

Day Month Year

The Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information and Privacy Office, 100 Stokes St, Toronto, Ontario, M6J 1H4 or by phone at 416 535-8501.

SUMMARY OF FEES

FEES FOR REQUESTS FOR PERSONAL INFORMATION

A request for your own information is considered to be a “personal information request”.

ITEM	FEE	COMMENTS
Application Fee	\$5.00	To be paid when you submit your request. Application fee is mandatory and not subject to a fee waiver.
Photocopying	20 cents per page	Requester will be provided the option of viewing originals on-site and selecting records to be copied.
Computer Programming	\$15.00 per ¼ hour	If needed to develop a computer program to retrieve information.
Disks/CDs	\$10.00 each	If records responsive to your request are provided on a Disk/CD a fee of \$10.00 will be required before release of the responsive records.
USB	\$125.00 - \$200.00	If records responsive to your request are provided on an encrypted USB a fee of \$125.00 - \$200.00 (depending on the size of the file) will be required before release of the responsive records.
PDF (digital) copies	No fee	In some cases, responsive records could be provided in digital form by secure file transfer via email if the size of the file permits this transfer.

FEES FOR REQUESTS FOR GENERAL INFORMATION

ITEM	FEE	COMMENTS
Application Fee	\$5.00	To be paid when you submit your request. Application fee is mandatory and not subject to a fee waiver.
Search Time	\$7.50 per ¼ hour	Time required to search for and retrieve records.
Record preparation (i.e. severing)	\$7.50 per ¼ hour	Required to prepare records for release.
Photocopying	20 cents per page	Requester will be provided the option of viewing originals on-site and selecting records to be copied.
Disks/CDs	\$10.00 each	If records responsive to your request are provided on a Disk/CD a fee of \$10.00 will be required before release of the responsive records.
USB	\$125.00 - \$200.00	If records responsive to your request are provided on an encrypted USB a fee of \$125.00 - \$200.00 (depending on the size of the file) will be required before release of the responsive records.
PDF	No fee	In some cases, responsive records could be provided in digital form by secure file transfer via email if the size of the file permits this transfer.

ADDITIONAL INFORMATION:

The time for processing access requests is 30 days. However, a time extension may be applied where necessary.

Payments by cash (in person only), cheque or money order are accepted. Please make cheques and money orders payable to CAMH. Payment by credit card is also accepted and can be arranged by contacting the CAMH Information and Privacy Office at 416-535-8501 ext. 33314.

Please forward the completed request form to:

Information and Privacy Office
100 Stokes Street
Toronto, ON M6J 1H4