

## NON-DISCLOSURE

In the event that Runnymede decides, in accordance with FIPPA, not to disclose a record, or part of a record that you have requested, you will be provided with a description of the record, the reason(s) for which the record is not being released, and you will be advised of your right to appeal Runnymede's decision to deny access to the Information and Privacy Commissioner/ Ontario. The Commissioner has the authority to review all decisions made under FIPPA.

## RUNNYMEDE INFORMATION AND PRIVACY OFFICE

For more information or to submit a request, contact our Information and Privacy Office. We have 30 days to respond to your request.

### Information and Privacy Office

416-762-7316 ext. 2117  
info.privacy@runnymedehc.ca

If dissatisfied with the outcome of a request lodged with Runnymede's Information and Privacy Office, it is your right to contact the:

### Information and Privacy Commissioner of Ontario

Phone: 1-800-387-0073  
Email: info@ipc.on.ca  
Mail: 2 Bloor Street East, Suite 1400  
Toronto, Ontario M4W 1A8  
Website: www.ipc.on.ca



Access to  
information

FOR MORE INFORMATION  
ON RUNNYMEDE'S PRIVACY  
POLICIES, PLEASE VISIT  
WWW.RUNNYMEDEHC.CA

**RUNNYMEDE**  
HEALTHCARE CENTRE

625 Runnymede Rd.  
Toronto, ON M6S 3A3  
T 416 762 7316  
F 416 762 3836  
www.runnymedehc.ca



*We make it possible.*

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)

On January 1, 2012 Runnymede Healthcare Centre became subject to the Freedom of Information and Protection of Privacy Act (FIPPA/the Act).

The Act provides the public with a right of access to general records held by Runnymede and also sets out the hospital's obligations with respect to the protection of personal information.

The Act applies only to records that came into the custody or control of Runnymede on or after January 1, 2007.

### PRINCIPLES OF FIPPA

- Information should be available to the public
- Exemptions from the right of access should be limited and specific
- Decisions on whether to provide access may be appealed to the Information and Privacy Commissioner of Ontario
- Any person may make a request for records held by an institution subject to FIPPA
- To protect individuals from unauthorized collection, use or disclosure of personal information and to provide individuals with a right of access to their own personal information

## HOW TO MAKE AN INFORMATION REQUEST UNDER FIPPA

Runnymede is committed to conducting its business in a manner that promotes transparency and accountability. The hospital's operational records are publicly available whenever possible.

To make an information request use the hospital's Access to Personal Information and Correction of Personal Information Request form. This form can be used to:

- Make a request for access to general records of the hospital
- Request personal information
- Request a correction to your personal information

The form is available on [www.runnymedehc.ca](http://www.runnymedehc.ca) or at the hospital reception.

You must clearly describe the records you are requesting. To help identify the records, you may wish to consult Runnymede's directory of records which is available on our website or by request to the Information and Privacy Office.

Please note that there are many records that are already published such as Strategic Plans, expense reports and other key Runnymede documents. These can also be viewed on-site in our designated reading room and do not require a formal request.

Completed forms should be sent to:

**Information and Privacy Office**  
Runnymede Healthcare Centre  
625 Runnymede Road  
Toronto, Ontario  
M6S 3A3

There is a small administrative charge to place a request for information. Therefore please include a cheque or money order in the amount of \$5 payable to Runnymede Healthcare Centre. Please do not mail cash.

You will receive a response within 30 days.

In addition to the \$5 application fee, FIPPA allows organizations to recover costs for record search and photocopying. You will be notified if your request will cost more than \$25 to process, and you may be asked to pay a deposit if the estimated processing costs exceed \$100.

### REQUEST FOR PERSONAL HEALTH INFORMATION

Personal Health Information that is in the custody or control of Runnymede is not subject to FIPPA. It is subject to the Personal Health Information Privacy Act (PHIPA). Please refer to Protecting Your Privacy brochure for more information. Requests for access to personal health records should be directed to:

**Health Information Services Department**  
416-762-7316 ext. 2118  
[healthinfoservices@runnymedehc.ca](mailto:healthinfoservices@runnymedehc.ca)