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 and the reason(s) for which the record is not being released. In addition, you will be advised of your right to appeal Runnymede's decision to the Information and Privacy Commissioner of 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
Email: 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

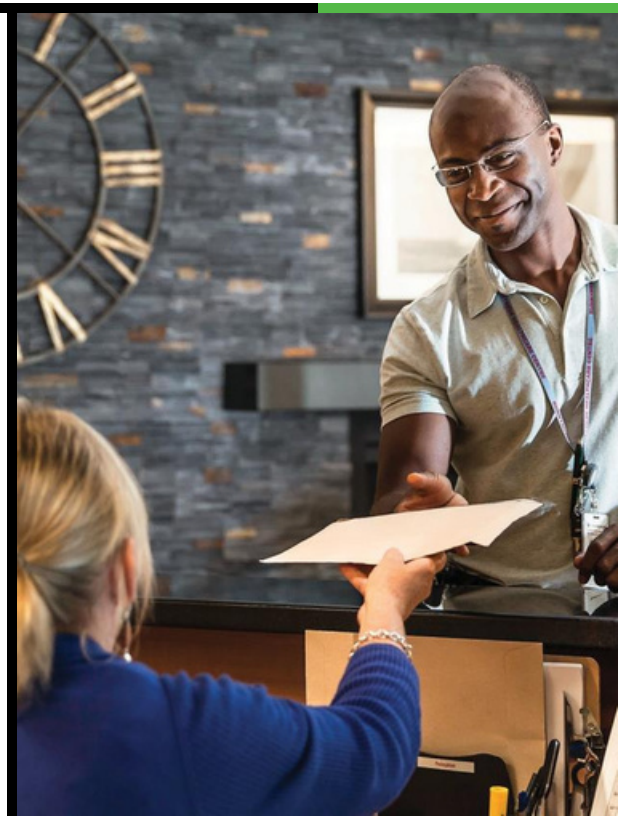
Phone: 1-800-387-0073
Email: info@ipc.on.ca
Mail: 2 Bloor Street East, Suite 1400
Toronto, Ontario M4W 1A8
Website: www.ipc.on.ca/en

FOR MORE INFORMATION, PLEASE CONTACT THE PRIVACY OFFICE @ RUNNYMEDE AT 416.762.7316 EXT 2117

RUNNYMEDE HEALTHCARE CENTRE

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

Runnymede Healthcare Centre receives funding from Ontario Health. The opinions expressed in this publication do not necessarily represent the views of Ontario Health.



Access to Information

RUNNYMEDE HEALTHCARE CENTRE

WHAT IS FIPPA?

FIPPA stands for the Freedom of Information and Protection of Privacy Act (referred to as the "Act"). Hospitals are designated as "institutions" under section 2 of FIPPA. Under the Act, an individual has the right to make a request for access to general records in the custody or control of the hospital.

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 forms, and select:

- Access to Personal Information, and Correction of Personal Information, and select the "Access to General Records" option

The form is available on www.runnymedehc.ca

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. You will receive a response within 30 days.

Completed forms should be sent to:

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

Email: info.privacy@runnymedehc.ca

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.

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 the Protecting Your Privacy brochure for more information. Requests for access to personal health records should be directed to:

Health Information Services Department
Phone: 416-762-7316 ext. 2118
Email: healthinfoservices@runnymedehc.ca