



West Haldimand General Hospital
Freedom of Information Office
Release of Information Fee Schedule

Persons making a request for access to information or correction of personal information are required by Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Protection Act (PHIPA) to pay fees for the activities required to process their request in accordance with the fee structure outlined below. For requests involving significant costs (>\$100) a deposit will be required prior to proceeding with copying of documents. All payment for service is due in full at the time that service is provided.

<i>Fees for access to general information</i> ^(a)	
Application fee	\$5.00
Photocopies and computer printouts	\$0.20 per page
Disks	\$10 per disk
Manually searching for a record	\$7.50 for each 15 minutes (\$30 per hour) spent by any person
Preparing a record for disclosure, including severing part of a record	\$7.50 for each 15 minutes (\$30 per hour) spent by any person
Developing a computer program or other method of producing a record from a machine-readable record	\$15 for each 15 minutes (\$60 per hour) spent by any person
Cost, including computer costs, incurred to locate, retrieve, process and copy record(s) as specified in an invoice received by WHGH.	Actual costs
<i>Fees for access to personal information (excludes personal health information)</i> ^(a)	
Application fee	\$5.00
Photocopies and computer printouts	\$0.20 per page
Disks	\$10 per disk
Preparing a record for disclosure, including severing part of a record	\$7.50 for each 15 minutes (\$30 per hour) spent by any person
Developing a computer program or other method of producing a record from a machine-readable record	\$15 for each 15 minutes (\$60 per hour) spent by any person
Cost, including computer costs, incurred to locate, retrieve, process and copy record(s) as specified in an invoice received by WHGH.	Actual costs

(a) Pricing structure is established by the Freedom of Information & Protection of Privacy Act, Regulation 460