

The Freedom of Information and Protection of Privacy Act (FIPPA) incorporates a user pay principle where a requester must bear some of the costs that a hospital incurs in processing a request for information.

The table below outlines the fees that can be charged in connection with a general records (GR) request and/or personal information (PI) request.

Type of Fee	Request Type		Amount/Rate:
	GR	PI	
Application	x	x	\$5.00
Photocopying and Computer Printouts	x	x	\$0.20 per page
CD, DVD	x	x	\$10 each
Searching for the record	x		\$0.50 per minute
Preparing the record for disclosure	x		\$0.50 per minute
Developing a computer program or other method of producing a record from a machine readable record	x	x	\$1.00 per minute
Third party costs incurred to locate, retrieve, process and copy records	x	x	Actual costs
Shipping	x	x	Actual costs

**As per FIPPA:**

*57. (3) The head of an institution shall, before giving access to a record, give the person requesting access a reasonable estimate of any amount that will be required to be paid under this Act that is over \$25.*

FIPPA also permits the hospital to require the requester to pay 50% of the estimated fees only if the estimate is \$100 or more. FIPPA permits the waiver of the fees in circumstances where the Head considers it fair and equitable to do so.