

HOW TO SUBMIT A FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (referred to as FOI) REQUEST:

Who can make a request?

Anyone can make an FOI request. The requester does not have to live in Ontario – or even Canada. The requester need not be a Canadian citizen.

General records request: Any person can request access to general records. A **person** includes individuals and organizations, such as corporations, partnerships and sole proprietorships.

Request for one's own information: Only an individual (or his or her personal representative) can make a personal information request for access to his or her own personal information.

Making an FOI Request

When submitting an FOI request you should include all of the following:

- It is a request for access to information
- It is made in writing (a simple letter will suffice);
- It is made to the hospital;
- It provides sufficient detail to enable an experienced employee of the hospital to identify the record(s) requested; and
- It is accompanied by the \$5.00 application fee (ie: a cheque payable to the hospital).

Who do I submit my request to?

FOI Requests should be addressed to:

Laurie Lundale
Director,
Privacy, FOI and Patient Information Services
Riverside Health Care Facilities Inc.
110 Victoria Avenue
Fort Frances, ON
P9A 2B7

If I have questions regarding FOI Requests who do I contact?

If you have questions regarding FOI requests please contact Laurie Lundale either via telephone or e-mail at:

Telephone: 807-274-4847

E-mail: l.lundale@rhcf.on.ca