

## **ACCESSING MUNICIPAL INFORMATION**

### **The Municipal Freedom of Information and Protection of Privacy Act**

The County of Prince Edward is committed to providing individuals with the right of access to information in our custody and control, including most operations records, as well as records containing their own personal information, where applicable.

Requesters can make a general inquiry by contacting the appropriate department and simply asking for the desired information. If the information is not available, a formal request can be made under the Municipal Freedom of information and Protection of Privacy Act (the Act).

The Clerk's Office is responsible for the daily administration of the Act, including receiving and processing access requests on behalf of the County, providing advice to administration, serving members of the public, and helping to ensure that the privacy requirements of the act are met. For more information, click the appropriate link below:

- [Formal requests under the Act](#)
- [Freedom of Information Act](#)
- [Contact Us](#)

#### **How do I make a formal request for Information under the Act?**

Complete a Freedom of Information Request Form, available from the Clerk's Department at Shire Hall, 332 Main Street, Picton, Ontario, K0K 2T0 or view download.

You may also request information by submitting a letter, identifying it as a request under the Municipal Freedom of Information and Protection of Privacy Act. The letter should also provide as much detail about the information being sought as is possible, so that it can be promptly located. Submit the \$5.00 application fee.

#### **Will I receive the information I asked for?**

Some requests for information will not be granted because of exemptions to open access. Mandatory exemptions prohibit the municipality, by law, from giving the information to a requester, while discretionary exemptions leave the decision on whether or not disclosure of the information would be appropriate to the municipality.

#### **How do I access my own personal information?**

Provide a photocopy of a piece of identification clearly showing your signature. If you are acting on behalf of another person, signed authorization indicating that the requester is acting on his or her behalf is required.

Complete a Freedom of Information Request Form, available from the Clerks Department at Shire Hall, 332 Main Street, Picton, Ontario, K0K 2T0 or view download.

You may also request information by submitting a letter to the Clerks Department, identifying it as a request under the Municipal Freedom of Information and Protection of Privacy Act. The letter should also provide as much detail about the information being sought as is possible, so that it can be promptly located. Submit the \$5.00 application fee.

### **How do I update and/or correct my personal information?**

If your personal information contains errors, you have the right to:

- Have a correction made to the personal data
- Attach a statement of disagreement to the record in question
- Have a notice of correction or disagreement be sent to those to whom your personal information was disclosed during the previous year

This right of correction applies to personal information only. The County of Prince Edward will ultimately decide whether or not a correction is made.

### **What if I disagree with the decision of the municipality to either deny access to information or to change or correct my personal information?**

If your request is not granted, the County of Prince Edward will provide, in writing, a reason for denial. The requester has the right to appeal the decision within 30 days and must contact the Privacy Commissioner to request an appeal.

Please include in the correspondence to the Commissioner:

- A copy of the original request for information that was sent to the County of Prince Edward
- A copy of the municipality's decision to deny the request
- The appropriate fee associated with the request for an appeal

The Commissioner is appointed by the Provincial Legislature and is independent of the government and any public institution, and can be contacted at [info@ipc.on.ca](mailto:info@ipc.on.ca) or:

Information and Privacy Commissioner/Ontario  
2 Bloor Street East, Suite 1400  
Toronto, Ontario M4W 1A8  
Toll Free: 1.800.387.0073  
Fax: 416.325.9195

## **What is the Municipal Freedom of Information and Protection of Privacy Act?**

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), RSO 1990, Chapter M.56 (MFIPPA – the “Act”) applies to all municipalities in Ontario as well as boards, agencies and commissions, including school boards and police services. The Act states that:

- The public has a right of access to recorded information held by institutions covered by MFIPPA (with exemptions as noted in the Act)
- The public has a right to access one’s own personal information, and
- The public has the right to correct the information if it is inexact, ambiguous or incomplete

The Act also deals with privacy and requires municipalities to protect personal information contained in their record holdings by imposing protection of privacy requirements governing their proper collection, retention, use, disclosure and disposal. In essence, MFIPPA aims to strike a balance between access to information and protection of one’s personal privacy.

For more detailed information about the Act, additional brochures and other useful information, visit [www.ipc.on.ca](http://www.ipc.on.ca) or:

Information and Privacy Commissioner/Ontario  
2 Bloor Street East, Suite 1400  
Toronto, Ontario M4W 1A8

## **Contact Us**

For more information on how to access records or personal information under the Act, contact:

**Kim White, Clerk**  
Corporation of the County of Prince Edward  
332 Main Street  
Picton, Ontario K0K 2T0  
Tel: 613.476.2148 x 1021  
Fax: 613.476.5727  
[kwhite@pecounty.on.ca](mailto:kwhite@pecounty.on.ca)  
[www.pecounty.on.ca](http://www.pecounty.on.ca)