Freedom of Information: Request for Records Cheat Sheet

What is FOIPP?

➤ The *Freedom of Information and Protection of Privacy (FOIPP) Act* is a piece of legislation on PEI that establishes the right of the public to access government records, with limited exceptions.

➤ The 'Right to Know' exists in all provinces and around the world and helps to promote openness and transparency in government.

The FOIPP Process

➤ When a FOIPP request is received by Health PEI, the Access to Information and Privacy (ATIP) Team will manage and process it.

➤ One of the first things the ATIP Team will do is reach out to potential record-holders to request the responsive records.

➤ If you have received a request for records from the Health PEI ATIP team in relation to a FOIPP request, read on for some important pieces of information.

Not the Direct Record Holder?

➤ If you've received a request for records from the ATIP Team but you are not a record-holder, you should forward the details of the request to any appropriate staff in your division(s).

➤ Make sure to include the ATIP Team by cc'ing healthprivacy@ihis.org in the correspondence, so the team can follow up or assist the record-holder as needed.

➤ If you think the wrong division(s) may have been contacted with a request for records, please reach out to the ATIP Team right away so we can get the request to the appropriate record-holders.

The Importance of Timelines

➤ As a Public Body under the Act, Health PEI is required to respond to FOIPP requests within the legislated timeframes.
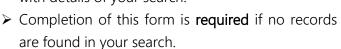
➤ The Act allows 30 **calendar** days to complete a FOIPP request, from start to finish.

➤ The record gathering process is only a small part of the work that must happen during those 30 days, so it is essential that you get the records to the ATIP Team by the deadline provided.

Contact the ATIP Team When...

➤ Please contact the ATIP Team right away if you have concerns about any of the following – we may be able to assist!

     o   Volume of records to be searched;

     o   Existence or format of a record;

     o   Wording of the request; and/or

     o   Deadline provided

Concerns with Release?

➤ If you are concerned about the potential release of records, we want to know about it!

➤ We recommend using the Record Search Form to document these concerns, along with details of your search.

➤ Completion of this form is **required** if no records are found in your search.

➤ We will consider the information you provide when assessing and processing the records.

Questions?

➤ You can contact us anytime with questions at healthprivacy@ihis.org.

➤ Please visit our Staff Resource Page for more information on access to information and privacy.