
Summary of the Freedom of Information & Protection of Privacy (FOIPP) Request Process

- An Applicant submits a FOIPP request and pays the \$5 fee. Requests are usually received via online submission but can also be submitted by email or regular mail.
 - The FOIPP request is reviewed by the Access to Information & Privacy (ATIP) team for appropriateness. Our review considers the following:
 - Does the FOIPP Act apply?
 - Do we understand what records are being requested? (if we are unsure, we sometimes contact the Applicant to clarify some details)
 - Would Health PEI have the requested information in our custody? (i.e., does the request belong to another department, such as the Department of Health & Wellness?)
 - Once a request is deemed appropriate, the ATIP team emails a request for records to the Executive Leader(s) of the program/service area(s) thought to be the holder of the records.
 - The request may be shared with other employees of the department who would have relevant records and/or who will assist with the record gathering process.
 - We typically allow two weeks for staff to provide us with the requested records.
 - Once the records are received, the ATIP team will carefully review them line by line (multiple times!) and mark proposed redactions to any permitted exceptions to disclosure.
 - Often, team discussions/debates are needed before we finalize our review and recommendations for redactions.
 - Occasionally we consult the program area during this process, particularly if we feel there is sensitive information contained in the records.
 - The records with proposed or recommended redactions and a draft response letter are then sent to the Health PEI Chief Executive Officer for final review, approval, and signature on the letter.
 - Once the CEO has approved and signed off, the records, with any appropriate redactions applied and the response letter are sent to the Applicant (usually via mail, email, or secure file transfer).
 - The Executive Leader of the program area and the Communications division are notified the records are being or have been sent out.
 - Unless there are permitted time extensions, we have 30 days to complete the entire process, from the date the request is received by Health PEI.
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