

Upper Canada District School Board Freedom of Information Requests – Bulletin

The Upper Canada District School Board is committed to making information available to the public, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”).

MFIPPA states that every person has the right to access a record in the custody or control of the Board, unless one of the exemptions listed under the Act protects it from public disclosure, or if in the opinion of the institution’s head of privacy, the request is “frivolous or vexatious”.

MFIPPA also entitles individuals to access their own personal information or ask for a correction to any errors in their personal information. A parent/guardian with decision-making responsibility may also make such a request on behalf of their child, if their child is less than 16 years of age.

Informal Request

If you would like to access a document which is school or student related, please direct your request to the Principal, and he or she will make every effort to respond with a copy of the record you have requested.

Formal Request

If your request is for a significant volume of records, or for records for which a more comprehensive search is required, you should contact the Board’s Information & Records Management Specialist:

225 Central Ave West, Brockville, ON K6V 5X1
Phone: 1-800-267-7131 or locally (613) 342-0371 ext. 1396,
inquiries@ucdsb.on.ca

Your request should be submitted using the MFIPPA [Access or Correction Form](#) or you may submit a written letter which includes sufficient information to identify the records you would like.

We will provide a written response confirming receipt of all requests for records. MFIPPA provides that the Board has 30 calendar days to process a request, except in specific circumstances, in which case we will notify you if a time extension is required.

Before complying with a request for records, the Board must consider whether an exemption applies. For example, records which contain certain law enforcement information, personal information relating to another individual, records supplied in confidence by a third party, and most labour relations records, are all exempt from the right of access to information.

There is a \$5.00 Application Fee, as well as Processing Fees to cover the cost of retrieving and copying the records requested, as prescribed by MFIPPA (reproduced below). If we anticipate that the processing fee is going to be more than \$25.00, we will provide you with an estimate before incurring the cost. For a processing fee that is likely to be over \$100.00, we may request a deposit of up to 50%.

Do not hesitate to contact us if you have any questions. In particular, we would be pleased to assist with helping you frame your request so that you receive the records you are seeking.

Processing Fee

The following fees are prescribed by Regulation as payable by a requester:

For Access to a Record

- For photocopies and computer printouts: 20 cents per page
- For records provided on CD-ROMs, \$10 for each CD-ROM
- For manually searching a record, \$7.50 for each 15 minutes spent by any person
- For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person
- For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person
- The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received from a third party

For Access to Personal Information

- For photocopies and computer printouts, 20 cents per page.
- For records provided on CD-ROMs, \$10 for each CD-ROM.
- For developing a computer program or other method of producing the personal information requested from machine readable record, \$15 for each 15 minutes spent by any person.
- The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the personal information requested if those costs are specified in an invoice that the institution has received from a third party.

Information and Privacy Commissioner

Additional information about FOI requests is available at www.ipc.on.ca

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