



**Access or Correction Request**  
*Freedom of Information and Protection of Privacy Act (FIPPA)*

**Request for:**

Access to Personal Information     Correction of Own Personal Information     Other Information

**Please note that only records pertaining to St. Joseph's Continuing Care Centre Hospital operations (Complex Continuing Care) are subject to access under FIPPA.**

Last Name

First Name

Mailing Address

Street

City

Province

Postal Code

Telephone Number (day)

Telephone Number (evening)

Cell Phone Number

Email

Please provide a detailed description of requested records, personal information or personal information that needs to be corrected. If you require more space to for your request please attach a separate sheet.



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**Fee Structure:**

Action	Fees
Making a request under FIPPA	\$5 fee must accompany written request
Photocopies	\$0.20 per page
Manual record search	\$30 per hour (\$7.50 for each 15 minutes)
Preparing records for disclosure	\$30 per hour (\$7.50 for each 15 minutes)
Costs incurred to locate, retrieve, process and copy records	\$30 per hour (\$7.50 for each 15 minutes)

St. Joseph's Continuing Care Centre will make every effort to provide estimated fees to the requester where the cost is expected to exceed \$25

St. Joseph's Continuing Care Centre may require the requester to pay 50% of the total estimated cost in advance

Fees must be paid before access to the record is granted

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act* (FIPPA). The information provided will be used solely for the purpose of responding to your request.

**For SJCCC Use Only:**

Date Received	Request Number	Comments
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