



Niagara Catholic District School Board

FREEDOM OF INFORMATION REQUEST PROTOCOL

The following information is provided to promote understanding and awareness of the Niagara Catholic District School Board's privacy and access practices in accordance with the:

- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)

FREEDOM OF INFORMATION REQUESTS

The [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#) provides the legal right for individuals to access public records and to expect protection of their personal records in the care of public institutions. The Act regulates the formal procedure for individuals seeking access to their personal information or that of their child, subject to limited exemptions, and for requesting correction of that information. Under the Act, a written request for access must be received and the Board must make every effort to respond within 30 days after receiving the request.

While the Act provides individuals with a general right of access to their own personal information, it also seeks to protect the privacy of individuals by ensuring that access to personal information is not given to unauthorized persons. Persons seeking access to their own personal information are required to verify the identity of themselves before access to information or record(s) is given.

MFIPPA governs the relationships between public bodies, such as school boards, and private persons regarding information; provides access to information subject to specific and limited exemptions; provides for the protection of privacy respecting personal information subject to exceptions; and provides for a review of decisions on appeals to the Information and Privacy Commissioner (IPC) of Ontario.

Freedom of Information requests or questions related to privacy may be directed to:
Coordinator of Information Management/Privacy and Freedom of Information
Niagara Catholic District School Board
427 Rice Road, Welland, ON L3C 7C1
905-735-0240

Request Access to Information

In accordance with *MFIPPA*, a person seeking access to a record shall make a request in writing to the institution that the person believes has custody or control of the record; shall provide sufficient detail to enable the institution upon reasonable effort to identify and locate the record; and at the time of making the request shall pay the **\$5.00 prescribed fee.**

To submit a formal freedom of information request in writing, please complete the [*Freedom of Information Request Form.*](#)

Upon receipt of a written request for access to information, the requester will be notified:

- If further information to clarify the request is required;
- If the 30-day time limit must be extended;

- If a fee estimate or notification of an affected party is required;
- If a record must be severed;
- If access to a record is denied;
- Of the mandatory fees as outlined under MFIPPA.

Niagara Catholic District School Board will deem that a request is abandoned should the following criteria be met: there is no response received from the requester thirty (30) days (for general record requests) and one (1) year (for personal information requests) after the last correspondence sent by Niagara Catholic District School Board to the requester for response.

Appeals

Individuals have the right to appeal any decision made by the Niagara Catholic District School Board relating to the access of records or personal information. Appeals are filed with the Information and Privacy Commissioner (IPC) of Ontario, who is independent of the government or any institution.

Additional Information

Additional information and resources can also be obtained from the [Office of the Information and Privacy Commissioner of Ontario \(IPC\)](#). The IPC [Guide to Ontario Legislation Covering the Release of Students' Personal Information](#) provides students, parents and school board staff with a basic understanding of how the *Municipal Freedom of Information and Protection of Privacy Act* interacts with the *Education Act* and other Ontario legislation to protect privacy and provide access to the personal information of students.