

GUIDELINES TO APPLY FEE SCHEDULE TO ACCESS REQUESTS

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PURPOSE:

The Conestoga College Institute of Technology and Advanced Learning (Conestoga) is committed to following Ontario's Freedom of Information and Protection of Privacy (FIPPA) legislation as it applies fees for access requests.

SCOPE:

These guidelines ensure consistent application of fees related to access requests for both general records and personal information requests.

GUIDELINES:

Overview of fees prior to preparing the documentation for an access to information request:

- All access to information requests require a \$5.00 fee before processing shall commence.
- There is no fee to correct one's own personal information.
- Where anticipated fees are in excess of \$25.00, the requester will be provided with a fee estimate.
- Where anticipated fees exceed \$100.00, Conestoga may require a 50% deposit before the request is processed.
 - A requester may request a waiver of fees and must provide reasons supporting such a request. Any fee deposit that is paid and subsequently waived will be refunded to the requester.
 - Conestoga will consider all waiver requests and will waive the payment of fees where required by law.
 - Conestoga will not release any records until a fee has been paid or the issue of fees has been resolved (either by waiver or appeal to the Information and Privacy Commissioner).
- Any NSF cheque is charged \$25.00.

Overview of fees incurred during the access to information request process:

<i>Activity</i>	<i>Description</i>	<i>General access to information request fee</i>	<i>Personal information request fee</i>
Photocopies and computer printouts		\$.20 / page	\$.20 / page
Records provided electronically	Costs incurred for USB, CD-ROM, or other physical means of providing the requested information electronically.	\$10.00 / each USB / CD-ROM, etc.	\$10.00 / each USB / CD-ROM, etc.
Manual records search time	Actions and time necessary to locate the requested records. Does not include time spent coordinating the request.	\$7.50 / 15 minutes	Not applicable
Records preparation time	Generally includes time spent scanning, severing records, and running requisite reports. Generally severing is estimated at two minutes per page for pages that require multiple severances. Does not include time spent deciding exemptions, determining records that require severing, removing paperclips and other adhesives, photocopying, transporting the records, or preparing the index of records	\$7.50 / 15 minutes	Not applicable
Computer costs	Most often includes developing a computer programme to produce a record	\$15.00 / 15 minutes	\$15.00 / 15 minutes
Shipping costs	Only fees incurred sending the requested items to the requestor. Does not include registered mail fees.	To be determined	To be determined

DEFINITIONS:**Access requests**

Requests for general information and personal information.

Record - as defined under FIPPA

- “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,
 - (a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
 - (b) subject to the regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution; (“document”)
- Definition includes records that are not complete such working drafts, voicemail, etc.

REFERENCES:

Freedom of Information and Protection of Privacy Act (FIPPA)

Ministry of Training, Colleges and Universities Act

Ontario Colleges of Applied Arts and Technology Act

RELATED DOCUMENTS:

Records and Information Management Policy

Protection of Privacy Policy

REVISION LOG:

Academic Forum

May 4, 2022

Academic Coordinating Committee

May 25, 2022