

The *Municipal Freedom of Information and Protection of Privacy Act* establishes a general right of access to records held by municipal government and local agencies, boards and commissions using these principles:

- any information held by government should, in general, be available to the public
- any exemptions from the right of access to information should be limited and specific
- any decisions relating to access to information can be reviewed by the independent Information and Privacy Commissioner/Ontario
- any person may make a request for information held by a government institution covered by the Act

Freedom of information Request

Requests for information held by the City of Quinte West are made to the Clerk's Office which is responsible for managing compliance with the Act. Decisions on access to information are subject to independent review by the Information and Privacy Commissioner.

Privacy Protection Code

Another important principle is that personal information held by governments must be protected from unauthorized disclosure, collection and use. There are also rules about how long personal information is kept and how it is disposed of.

The City cannot collect your personal information unless it is authorized to do so. With some exceptions, personal information must be collected directly from you. The City must notify you of its authority to collect your information, how it will be used, and whom to contact if you have questions about use of your information.

The City cannot use your personal information except as permitted in the Act. Personal information can only be used for the purpose for which it was collected or for a consistent purpose, or with your permission. When personal information is used, the City must take reasonable steps to ensure it is accurate.

Disclosure

With a few exceptions, you have a right of access to your own personal information. Your information may also be disclosed by the City to another person, if you consent to that disclosure.

Your personal information may be disclosed by the City to others - without your consent - in the following circumstances:

- to respond to a freedom of information request or an appeal to the IPC
- to carry out the purpose for which we collected the information, or a consistent (reasonably expected) purpose
- to inform a City employee who needs the record in performing duties

- to comply with the law
- to cooperate with a law enforcement agency in Canada conducting an investigation
- to inform another in compelling circumstances affecting an individual's health or safety
- to make contact with next of kin or a friend of an ill, injured or deceased person
- to audit a program that is cost shared by the federal or provincial government

Right To Access

You have a right to access your own personal information held by the City, except under limited circumstances. If you believe the record is incorrect, you can request that the information be corrected. If this is refused, you can request that a statement of disagreement be attached to the information.

Process

You can request access to general records or personal information (information about yourself), or request a correction to personal information using the **Access/Correction Request form**.

Copyrighted Building Plans & Property Surveys

The City of Quinte West receives many requests from the public for copies of building plans, property surveys, structural/engineering/architectural drawings. In most cases the requesters are the current property owners that wish to complete renovations and therefore need to know the original structure of the building. In some cases a representative such as Real Estate Agent, construction manager, etc. may also request access to the plans for their client(s). It should be noted that these documents are copyrighted.

There are several ways to obtain a copy of these types of documents. An individual can;

- visit the Land Registry Office as the document may be registered on title; or
- contact the original creator of the document (architect) directly; or
- contact the original builder directly; or
- contact the previous owner; or

It is currently the City of Quinte West's policy that access to these types of records (viewing or copying) shall only be given to the registered owner of the property or if the requester has a written permission letter from the registered owner of the property.

Completed forms should be sent to the Attention of the Clerk at:

City of Quinte West
 PO Box 490
 Trenton, ON K8V 5R6

Phone: 613-392-2841

Please include a cheque or money order for the required fee of \$5.00. Do not mail cash.

Unless otherwise indicated all fees are payable to the City of Quinte West.