



**POLICY:** Administration of Responsibilities under *The Freedom of Information and Protection of Privacy Act (FIPPA)*

**Program Area:** Health Information Services

**Section:** Privacy & Access

**Reference Number:** ORG.1411.PL.003

**Approved by:** Regional Lead – Corporate Services & Chief Financial Officer

**Date:** Issued 2015/Dec/14  
Revised 2024/Jul/08

---

**PURPOSE:**

To ensure that a person or group of persons is designated as the FIPPA Head of the Public Body for the purposes of FIPPA.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-7) – Corporate Risk

**POLICY:**

1. The Public Body will, by by-law or resolution, designate a person or group of persons as the FIPPA Head of the local Public Body for the purposes of *The Freedom of information and Protection of Privacy Act (FIPPA)*.
2. The FIPPA Head of a Public Body is formally responsible for all decisions and actions about access to information and protection of Privacy made under FIPPA that relate to the Public Body. For accountability purposes, the FIPPA Head is the Chair of the Board.
3. The FIPPA Head will delegate their responsibilities to the Chief Executive Officer who will act in the capacity of the Access and Privacy Officer.
4. The Access and Privacy Officer is responsible for the overall management of access to information and protection of Privacy within the organization. The Access and Privacy Officer will make the final decision with respect to the release of information under FIPPA and will also be responsible for ensuring that Personal Information is managed in accordance with FIPPA.
5. The Access and Privacy Officer shall delegate the daily administrative duties related to FIPPA to the Privacy and Access Specialist who is responsible to assist the public in making requests and for the overall response coordination process.

**REFERENCES:**

*The Freedom of Information and Protection of Privacy Act* C.C.S.M. c. F175  
[Resource Manual | FIPPA | Province of Manitoba \(gov.mb.ca\)](#)