



<p>Team Name: Health Information Services</p> <p>Team Lead: Privacy and Access Specialist</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1411.PL.001</p> <p>Program Area: Health Information Services</p> <p>Policy Section: Privacy & Access</p>
<p>Issue Date: January 19 2015</p> <p>Review Date:</p> <p>Revision Date: December 29, 2023</p>	<p>Subject: Annual Reporting Under the Freedom of Information and Protection of Privacy Act (FIPPA)</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

***Capitalized terms have a specific definition.*

POLICY SUBJECT:

Annual Reporting Under the Freedom of Information and Protection of Privacy Act (FIPPA)

PURPOSE:

To ensure that the Annual Report is prepared and sent to the Information and Privacy Policy Secretariat in compliance with *The Freedom of Information and Protection of Privacy Act (FIPPA)*

BOARD POLICY REFERENCE:

Executive Limitation (EL-7) – Corporate Risk

POLICY:

The Public Body shall prepare a fiscal year end report summarizing the requests received under FIPPA and how they were responded to, in the prescribed format, and submit it to the Information and Privacy Policy Secretariat by the last business day of April following fiscal year end.. This information is collected in accordance with FIPPA section 83, for the annual report of the minister responsible for FIPPA.

DEFINITIONS:

See Supporting Document ORG.1411.PL.001.SD.01 FIPPA Definitions

PROCEDURE:

1. The Access & Privacy Coordinator shall Maintain Records in sufficient detail so as to complete the required annual report.
2. The Access & Privacy Coordinator completes the *Local Public Body Annual Report* and forwards it to the CEO/Access & Privacy Officer for signature prior to the last business day in April.
3. The Access & Privacy Coordinator will return the completed form to the Information and Privacy Policy Secretariat..

SUPPORTING DOCUMENTS:

[ORG.1411.PL.001.SD.01 FIPPA Definitions](#)

REFERENCES:

The Freedom of Information and Protection of Privacy Act (FIPPA)

The Freedom of Information and Protection of Privacy Act Resource Manual