

MEMO | NOTE



Privacy & Access /Regional Office

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TO/DESTINATAIRE : Senior Leadership Team & Regional Leadership Team
CC :
FROM/EXPÉDITEUR : Lee Bassett, Regional Officer, Privacy & Access
DATE : May 1, 2020 **PAGE(s) :** 1
SUBJECT/OBJET : *The Freedom of Information and Protection of Privacy Act (FIPPA)*

As a public body, Southern Health-Santé Sud has specific obligations and duties under FIPPA. These duties include, but are not limited to, responding to access requests from the public, media, etc. and protecting personal information.

While our responsibilities and focus may have shifted due to the current COVID-19 pandemic, our obligations and duties under FIPPA have not. Good record keeping practices should remain in place.

Records are a record of information in any form, which can include emails, draft documents, hand-written notes, calendars etc. and FIPPA applies to all records in the custody or under the control of Southern Health-Santé Sud. In order for records to be accessible and/or protected, they must be accessible, reliable and trustworthy. Records must also be disposed of in an authorized way with proper documentation so that accountability and transparency are supported.

Key points for consideration:

- FIPPA also provides rules for the collection, use, disclosure, correction, retention and protection of personal information.
- Everyone has the right of access under FIPPA (including providing an employee access to his or her personnel record).
- FIPPA does not protect information that “should have been destroyed”.
- FIPPA may not protect subjective observations and/or comments.
- The absence of good record keeping practices does not exonerate the organization from responding to a request for access to information.

Well-managed record keeping provides for reliable and trustworthy resources of information, in turn, allowing our organization to remain responsible and accountable to the communities we serve.

If you have any questions regarding the above, please feel free to contact me by email or phone.

The Manitoba logo features a stylized bison silhouette in black and red, with the word "Manitoba" in green above it.

What's the Difference?	
Access to Information (Part 2 of FIPPA)	Protection of Privacy (Part 3 of FIPPA)
<ul style="list-style-type: none">• Applies only when an Application for Access is received.• Governs how public bodies respond to a formal request for access to records.• Deals with personal, business and general information.	<ul style="list-style-type: none">• Applies every single day.• Governs how public bodies collect, use, disclose, correct, accurately maintain, retain, and secure personal information.• Deals with personal information only.

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