

## Fees related to Freedom of Information Requests

Additional fees may apply based on the processing and searching procedures required in retrieving a request. For fees over \$100.00, a deposit of 50% is required to secure the retrieval of records. Records will not be severed, copied or released until the fee is paid.

Fee	Explanation	Rate
Application Fee	Must accompany your request. The fee is mandatory and cannot be waived.	\$5
Search Time	Required to search and retrieve information.	\$7.50 / 15 minutes/person
Computer Programming	May be needed to develop a program to retrieve information.	\$15 / 15 minutes
Photocopying and Computer Printouts		\$.20 / page
Computer Disks		\$10 / disk
Delivery/ Shipping Costs		As required
Appeal Fee	Payable to the Information & Privacy Commissioner	\$25

**Correcting Personal Information (not health information)** Individuals also have the right to request a correction to information where they believe there is an error or omission. A request for correction to personal information may be made by contacting the Coordinator of Health Information & Privacy at [privacy@slmhc.on.ca](mailto:privacy@slmhc.on.ca) or 807-737-6551