

## **Requesting Information Held by the Guelph Police Service under the *Municipal Freedom of Information and Protection of Privacy Act***

### Introduction

The *Municipal Freedom of Information and Protection of Privacy Act* (the *Act*) came into effect on January 1, 1991 and applies to all municipalities in Ontario as well as police services. It allows individuals the right to access information held by the police service including administrative and operational documents as well as records containing an individual's own personal information. However, the *Act* also requires police services to protect personal information contained in their record holdings. Thus, there is a balance between access to information and the protection of privacy.

### Fees

The Guelph Police Service charges the following fees for accessing information under the *Act*:

- Freedom of Information Application and Processing fee - \$5.00.
- Photographs - \$6.50/photo.
- Motor Vehicle Accident Photographs - \$15.00/photograph with a minimum fee of \$75.00
- Audiotapes and Videotapes - \$10.00/tape.
- Photocopy Fee of \$0.20/copy.

General requests (records not including your personal information) may also be charged an additional Search and Severance fee of \$7.50/15minutes.

### Processing Time

The Guelph Police Service should respond to your request within 30 calendar days, unless the records are complex. In such cases you will be notified by the Freedom of Information Coordinator.

### Will I get everything I requested?

The *Act* contains a number of prohibitions which direct the police to withhold records containing certain types of information and as such your copy of the record may be denied or portions severed based on these sections in the *Act*.

The police are required to deny access to the following commonly sought information:

- Information relating to another individual's personal information, or information which was provided to the police in confidence unless written consent has been provided from the other individual; records relating to ongoing law enforcement investigations; records protected by solicitor-client privilege; and Police information on incident type codes and zones.

### What if I am not satisfied with the Police Response to my request?

If you are unhappy with the Police response to your request you have the right to appeal to the Information and Privacy Commissioner. Additional information on the appeal process is provided at the bottom of each decision letter issued by the Guelph Police Service.

### What if my personal information is not correct?

If you have obtained a copy of your own personal information held by the Guelph Police Service and you believe some of that information is not accurate you may request a correction. It is best to contact the Police Service's Freedom of Information Department for more information before making the request.

### I have more questions – who do I ask?

Guelph Police Service - Freedom of Information  
Attn: Melissa Beisel  
15 Wyndham Street South  
Guelph, Ontario  
N1H 4C6  
Phone: (519)824-1212. ext. #270  
Fax: (519)822-0949  
Website: [www.police.guelph.on.ca](http://www.police.guelph.on.ca)

Information and Privacy Commissioner  
Intake Analyst  
80 Bloor Street West, Suite 1700  
Toronto, Ontario  
M5S 2V1  
Phone: (416)326-3333/(800)387-0073  
Fax: (416)325-9195  
Website: [www.ipc.on.ca](http://www.ipc.on.ca)