

For More Information...

Making an application is only one element of Manitoba's access and privacy laws. For additional information on FIPPA and the fees that may be required to process applications please consult the City of Brandon's other printed resources dealing with FIPPA:

Understanding Fees in the Freedom of Information Protection of Privacy Act (FIPPA)

And

City of Brandon FIPPA Handbook: A Plain Language Guide to Access and Privacy Laws

Where to Obtain/Send Applications

You can obtain FIPPA application forms from the Clerk's Office in City Hall or from the Manitoba Ombudsman's website at: www.ombudsman.mb.ca.

Send Applications To:

City of Brandon

Attn: Access & Privacy Officer
410-9th Street
Brandon, Manitoba, R7A 0R6
Phone: 204.729.2269
Fax: 204.729.8244
fippa@brandon.ca



City of Brandon

How to Access the Records of the City of Brandon



An introduction to applications under the Freedom of Information Protection of Privacy Act

Making Applications Under FIPPA



Accessing Information at City Hall

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

Accessing government information is sometimes easier said than done because FIPPA is complicated legislation. This pamphlet is intended to provide some basic information about how and when to make FIPPA applications.

Step 1: Find out if a FIPPA application is necessary

The City of Brandon routinely makes a great deal of information available. Examine the City's website (www.brandon.ca) or ask an employee for the information.

If the information can be released without a formal application this saves the applicant and the City a great deal of time.

Step 2: Contact the Access & Privacy Officer

If a department is unable to release the information you request or you do not know which department to speak to you should contact the City of Brandon's Access & Privacy Officer.

The Access & Privacy Officer can assist you in narrowing down what information you wish to access and give you an idea of the privacy implications of your request.



Usually, if the Access and Privacy Officer has a good understanding of what records you are seeking your application can be processed more quickly.

Step 3: Make an application

If you wish to obtain access to information that is not routinely disclosed you should make a FIPPA application.

When writing your application please remember to be as specific as possible. If you can provide specific details about the records you are seeking such as:

- Date
- Department
- Committee
- Location

Requesting specific documents means less time must be spent on locating and processing documents, resulting in a faster (and often cheaper) response to your application.