

## Schedule of Fees for Work Performed to Respond to a FIPPA Request

The Fees that NOSM University can charge for work carried out in response to requests for information under FIPPA are laid out in Regulation 460, sections 5 and 6, in accordance with section 57 of the Act.

ACTION	FEES
Making an access request	\$5 fee must accompany formal written request
Change in personal information	No fee required
Photocopies and computer printouts	\$0.20 per page
USB drive	\$10 per drive
Manually searching for a record	\$30 per hour (\$7.50 for each 15 minutes spent by any person)
Preparing a record for disclosure, including severing part of the record	\$30 per hour (\$7.50 for each 15 minutes spent by any person)
Developing a computer program or other method of producing a record from a machine-readable record	\$60 per hour (\$15 for each 15 minutes spent by any person)
Cost, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by NOSM University	Actual costs

- A fee estimate will be provided for your agreement when the fees are expected to exceed \$25.
- Fees will be charged for costs of goods and services which NOSM University incurs in responding to your request.
- Before doing further work on a request, NOSM University may require the requester to pay a deposit of 50% of the total estimated fee if it is \$100 or more – but must refund the deposit if it is subsequently waived (see FIPPA section 57(4)).
- The requester may ask the Information and Privacy Commissioner to review the amount of the fee – or NOSM University’s decision not to waive the fee (FIPPA section 57(5)).