

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) individuals have the right to:

- Request access to any record held by government institutions, including police services; and
- Expect the protection of their personal information being held by those government institutions.

MFIPPA deals with the collection, use and disclosure of personal information. To access detailed information about exemptions and procedures relating to MFIPPA please visit the Information and Privacy Commissioner's website at [www.ipc.on.ca](http://www.ipc.on.ca) .

To make a request for records held by the Peterborough Lakefield Community Police Service, attend in person at:

PLCPS Headquarters  
500 Water Street  
Peterborough, Ontario  
Third Floor  
Monday to Friday (except Statutory Holidays)  
Between 8:30 am and 4:30 pm

A completed access/correction request form must be accompanied by the \$5.00 legislated, non-waivable application fee, and the presentation of photo identification.

All third party information will be severed from the records unless those third parties provide consent to release such information. A third party is anyone other than the requester or someone involved in a professional capacity in the incident (ie. EMS personnel, etc.) MFIPPA provides thirty days for the institution to respond to records requests, with additional time being given when third party consent has to be sought.

An amicable third party (ie. Spouse, child 16 years of age or over, friend, etc.) may provide their consent to the release of their personal information by attending the PLCPS Headquarters with a completed consent form and photo identification, either at the time the request is made, or shortly thereafter. This may save processing time of the request.

The most common types of records requested are:

- Incident Reports
- Witness Statements
- Officer Notes
- 911 Audio Files

The following are not available through the Freedom of Information Unit:

- Criminal Record Checks
- Confirmation Letters
- Publicly Available Statistics

For requests pertaining to personal information, an additional fee may be charged for photocopying, at a rate of 20¢ per page. For requests pertaining to general information, additional fees may be charged for: photocopying, at a rate of 20 ¢ per page; search time, at a rate of \$30 per hour; preparation time, at a rate of \$30 per hour; for records provided on CD-ROMs, at a rate of \$10 for each CD-ROM; and for developing a computer program or other method of producing a record from machine readable record, at a rate of \$60 per hour. Any and all fees are subject to change.