

## GETTING STARTED WITH FIPPA

### GOVERNMENT DEPARTMENTS AND AGENCIES

1. Contact the Information and Privacy Policy Secretariat (IPPS) for training on FIPPA. IPPS offers personalized training sessions to meet your needs in understanding FIPPA and the responsibilities the Act places on public bodies. To book a training session, please email [ipps@gov.mb.ca](mailto:ipps@gov.mb.ca).
2. While FIPPA gives the head of a public body responsibility for all decisions under the Act, section 81 allows the head to delegate this responsibility to any person. This person is known as the **Access and Privacy Officer**. Guidance is available at Delegating Responsibilities to an Access and Privacy Officer [http://www.gov.mb.ca/chc/fippa/public\\_bodies/delegating\\_access\\_privacy\\_officer.html](http://www.gov.mb.ca/chc/fippa/public_bodies/delegating_access_privacy_officer.html) and Chapter 3 of the FIPPA Resource Manual [http://www.gov.mb.ca/chc/fippa/public\\_bodies/resource\\_manual/index.html](http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html)
3. Appoint an **Access and Privacy Coordinator** to receive access to information requests and coordinate the response process, as discussed at Appointing an Access and Privacy Coordinator. [http://www.gov.mb.ca/chc/fippa/public\\_bodies/appointing\\_access\\_privacy\\_coordinator.html](http://www.gov.mb.ca/chc/fippa/public_bodies/appointing_access_privacy_coordinator.html) and Chapter 3 of the FIPPA Resource Manual [http://www.gov.mb.ca/chc/fippa/public\\_bodies/resource\\_manual/index.html](http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html)
4. Send the signed delegation and designation forms to the Information and Privacy Policy Secretariat, 130 - 200 Vaughan Street, Winnipeg, Manitoba R3C 1T5
5. Send the contact information for the Access and Privacy Officers and Coordinators to the IPPS mailbox at [ipps@gov.mb.ca](mailto:ipps@gov.mb.ca)
6. The FIPPA website at <http://www.gov.mb.ca/chc/fippa/> and the Manitoba Ombudsman's website at <http://www.ombudsman.mb.ca> provide valuable information regarding FIPPA. Another valuable resource is the FIPPA Resource Manual [http://www.gov.mb.ca/chc/fippa/public\\_bodies/resource\\_manual/index.html](http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html)
7. If you are an Access and Privacy Coordinator, plan to attend the monthly FIPPA Coordinators meeting. These are good learning and networking opportunities. Meetings are held the 2<sup>nd</sup> Wednesday of October, December, February, April and June, from 9:30 a.m. – 11:30 a.m., in the Strathcona Room, 200 Vaughan Street. A reminder and agenda is emailed closer to the date.

8. At the end of each quarter, you will be asked to provide IPPS with statistics of your FIPPA activity. A reminder and reporting form will be emailed to you. The form is also available at [http://www.gov.mb.ca/chc/fippa/public\\_bodies/forms.html](http://www.gov.mb.ca/chc/fippa/public_bodies/forms.html)  
Guidance for completing the quarterly report form is available in Chapter 9 of the FIPPA Resource Manual  
[http://www.gov.mb.ca/chc/fippa/public\\_bodies/resource\\_manual/index.html](http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html)  
If you have any questions about completing the form or keeping statistics, please email [ipps@gov.mb.ca](mailto:ipps@gov.mb.ca).
9. When you receive your first FIPPA application for access to information, remember that IPPS is here to help. Please call Pauline Bélanger at 204-945-5831 or Barb Devlin at 204-945-0513 if you require assistance.
10. FIPPA also requires public bodies to protect personal information in their custody. For further information, please call Barb Devlin at 204-945-0513.
11. To learn more about responsibilities for personal health information, consult the Manitoba Health website about *The Personal Health Information Act* (PHIA) at <http://www.gov.mb.ca/health/phia/>

*Welcome to the wonderful world of FIPPA*