

GETTING STARTED WITH FIPPA

LOCAL PUBLIC BODIES

1. Contact the Information and Privacy Policy Secretariat (IPPS) to discuss your new responsibilities and how best to learn about them. Email ipps@gov.mb.ca
2. A local public body must designate a person or a group of persons as its **head** by a by-law or resolution. FIPPA gives the head of a local public body the responsibility for all decisions of the organization under the Act. Guidance is available at Designating a Head of the Local Public Body
http://www.gov.mb.ca/chc/fippa/public_bodies/designating_head.html and Chapter 3 of the FIPPA Resource Manual
http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html
3. 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**. The head must do this formally. More information 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 and Chapter 3 of the FIPPA Resource Manual
http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html
4. 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 and Chapter 3 of the FIPPA Resource Manual
http://www.gov.mb.ca/chc/fippa/public_bodies/resource_manual/index.html
In smaller local public bodies, the responsibilities of the Access and Privacy Officer and the Access and Privacy can be assigned to the same person.
5. Send the signed delegation and designation forms to the Information and Privacy Policy Secretariat, 130 - 200 Vaughan Street, Winnipeg, Manitoba R3C 1T5
6. Send the contact information for the Access and Privacy Officers and Coordinators to the IPPS mailbox at ipps@gov.mb.ca
7. Learning opportunities provided by the Information and Privacy Policy Secretariat and the Manitoba Ombudsman's Office are offered throughout the year. Local public bodies will be advised by email when the next learning session will occur.

8. 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

9. In January of each year, you will be asked to submit a report of your previous year's FIPPA activity. A reminder and the reporting form will be emailed to local public bodies in mid-January. The reporting form can also be found on the FIPPA website: http://www.gov.mb.ca/chc/fippa/public_bodies/forms.html
 For guidance on how to complete the FIPPA annual report, please refer to Chapter 9 of the FIPPA Resource Manual 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.

10. When you receive your first application for access request, remember that IPPS is here to help. Please call Barb Devlin at 204-945-0513 if you require assistance.

11. FIPPA also requires public bodies to protect personal information in their custody. For further information, please call Barb Devlin at 204-945-0513.

12. To learn more about your responsibilities for personal health information, please consult the Manitoba Health website regarding The Personal Health Information Act (PHIA) at <http://www.gov.mb.ca/health/phia/>

Welcome to the wonderful world of FIPPA