

# FOREWORD

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This is the 2<sup>nd</sup> edition of the FIPPA Resource Manual, originally developed in 1998. It has been updated and revised – in particular to reflect the amendments to *The Freedom of Information and Protection of Privacy Act* that are in effect as of January 1, 2011.

The FIPPA Resource Manual is designed to assist the staff of Manitoba government departments and agencies in understanding and administering *The Freedom of Information and Protection of Privacy Act* (FIPPA). It also deals, to a limited extent, with FIPPA's companion privacy statute, *The Personal Health Information Act*, because personal information and personal health information will often have to be considered together in responding to access requests and protecting privacy.

This is an internal resource for staff of Manitoba government departments and agencies on basic procedures and interpretation, and contains links to legislation, Ombudsman materials (such as Practice Notes), and other useful resources. It is a collaborative work of the staff of Civil Legal Services, Manitoba Justice, and the Information and Privacy Policy Secretariat, Manitoba Sport, Culture and Heritage.

No manual can deal with every possible situation or answer all questions. The FIPPA Resource Manual provides general information – it does not provide specific advice, including legal advice. Matters requiring legal interpretation or advice should be referred to legal counsel. Issues of an administrative nature should be directed to the Information and Privacy Policy Secretariat; see <http://www.gov.mb.ca/chc/fippa/about.html> for contacts.

The FIPPA Resource Manual will continue to be revised and updated as our understanding of *The Freedom of Information and Protection of Privacy Act* continues to develop over time through its administration by public bodies, the recommendations of the Ombudsman, the orders of the Information and Privacy Adjudicator and the decisions of the Manitoba Court of Queen's Bench.

*The Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175, can be found at: <http://web2.gov.mb.ca/laws/statutes/ccsm/f175e.php>.