


<p><i>Social Services Department</i>  <u>Social Housing Division</u></p>	<p><i>The Corporation of the</i>  <b>County of</b>  <b>Simcoe</b></p>	
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**DIRECTIVE**

**EFFECTIVE DATE: November 13, 2003**

**NUMBER: 2003-14**

The policies, procedures and County requirements in this Directive are to be implemented by housing providers that are funded under the following Programs, which are administered by the County:

Please note if your program is not checked, this Directive is not applicable to your project(s), and is for information purposes only.

✓	Simcoe County Housing Corporation
✓	County of Simcoe Social Housing Division

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**SUBJECT: MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The County of Simcoe, in exercising its duties and powers as a service manager of housing, collects, records, uses, discloses and disposes of much personal information. The Social Housing Reform Act, 2000 (SHRA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) prescribe rules about how personal information must be treated.

This policy document deals with the general treatment of information by Simcoe County Housing Corporation and The County of Simcoe Social Housing Division under MFIPPA. For discussion of consent to disclosure of personal information under SHRA, and use of a standard Social Housing Consent Form, please refer to County directive 2003-12, entitled ‘Consent to disclosure of personal information’.

Within prescribed rules, MFIPPA gives a person the right of access to his/her personal information and other information under the control of the County, and protects the privacy of individuals with respect to personal information about themselves held by the County. Also, MFIPPA gives individuals the right to appeal decisions to deny them access to information, and authorizes the Information and Privacy Commissioner of

Ontario to investigate privacy complaints and to ensure that municipalities comply with the access and privacy rules.

The County Clerk is the Municipal Freedom of Information (MFOI) and Protection of Privacy Coordinator for the County of Simcoe. As such he/she is responsible for ensuring that MFOI requests, appeals and privacy investigations are processed in a timely manner, and for providing access and privacy advice as required.

In most cases the staff of the Social Housing Division will be able to accommodate routine requests for information from the person to whom the information relates without having to engage any formal procedures. However, if a request for information gives rise to any concerns, the request should be referred to the Office Manager. If he/she is not clear on what to do, he/she will contact the Department lead for MFOI and/or the County Clerk for advice.

In terms of County staff disclosing personal information held by the County to individuals other than the person to whom the information relates, this will not normally be done without the written consent of the person to whom the information relates. In any situations involving a potential disclosure without such consent, the Office Manager, the Department lead for MFOI, and/or the County Clerk will be consulted before any disclosure is made.

**For a ‘Mini Guide to Ontario’s Municipal Freedom of Information and Protection of Privacy Act’ please go to [www.ipc.on.ca](http://www.ipc.on.ca), click on the box marked THE ACTS and scroll down to the relevant mini guide.**