

Information about the 2006 Statistical Reports to the IPC,  
which are required under *MFIPPA/FIPPA/PHIPA*

Under the *Municipal Freedom of Information and Protection of Privacy Act* and the *Freedom of Information and Protection of Privacy Act*, all institutions are required to complete and return the IPC's statistical report form providing information on the requests they received in 2006.

All institutions – and health information custodians that are part of an institution – covered by the *Personal Health Information Protection Act* must also complete and return the IPC's statistical report form to the IPC on access requests received in 2006.

You may access the report form two ways:

- 1) Download a pdf statistical report form, completion guide, glossary of terms and reconciliation chart from the IPC's website at [www.ipc.on.ca](http://www.ipc.on.ca); or
- 2) As of Dec. 18, input your data directly into an *Online Statistical Report* form available at <https://statistics.ip.on.ca>, by logging in as **IPCCreator** and by using password **online\_report\_1**.

A hard copy of the report can be submitted to the IPC by February 1, 2007 by either faxing it to 416-325-9195, or by mailing it to the address on the report.

There is a **Completion Guide** to the year-end statistical report, designed to provide step-by-step instructions for the completion of the IPC's *year-end statistical report* form.

- The guide is organized into sections corresponding to those in the report. For help with a certain section in the report, turn to the same section in the guide.
- Certain sections which appear in *italicized* text have been expanded to contain background information that may be helpful to you.
- All terms which appear in **bold** are defined in the glossary of terms

There are three ways to receive additional information from the Information and Privacy Commissioner/Ontario regarding the report:

- call Valerie Via at 416-325-9160;
- e-mail [statistics.ipc@ipc.on.ca](mailto:statistics.ipc@ipc.on.ca); or
- call our main switchboard: Local calls: 416-326-3333;  
Long distance, use our toll-free line: 1-800-387-0073.

E-mail to all Institutions

**Subject Line:**

MFIPPA / FIPPA / PHIPA - Important Information Regarding 2006 Statistical Reports – Freedom of Information Coordinators

**Body:**

Good morning.

The Office of the Information and Privacy Commissioner/Ontario is pleased to announce that the shortened 2006 *MFIPPA* and *FIPPA Year-End Statistical Report* form, and the 2006 *PHIPA* form, are now available on our website at [www.ipc.on.ca](http://www.ipc.on.ca).

To help you complete the report, three other key documents have been posted with the report form: the *Guidelines for Completing the Year-End Statistical Report*, *Reconciliation Chart* and *Glossary of Terms*.

As you are aware, all institutions that fall under the *Municipal Freedom of Information and Protection of Privacy Act* or the *Freedom of Information and Protection of Privacy Act* are required to complete and return the IPC's statistical report form.

Previously, the IPC mailed out the forms. Partially based on feedback from FOIC coordinators, the IPC – starting with this notice – is sending annual e-mails notifying coordinators and custodians that the forms have been posted to the IPC's website **for downloading – or completing online**.

The **deadline** to complete and submit the report to the IPC is **February 1, 2007**.

You may access these online documents two ways:

- Download a pdf statistical report form, guide, glossary and reconciliation chart from the IPC's website at [www.ipc.on.ca](http://www.ipc.on.ca).
- As of Dec. 18, input your data directly into an *Online Statistical Report* form at <https://statistics.ip.on.ca>, by logging in as *IPCCreator* and by using password *online\_report\_1*.

A hard copy of the report can be submitted to the IPC by February 1, 2007 by either faxing it to 416-325-9195, or by mailing it to the address on the report.

If you have any questions, please contact Valerie Via at 416-325-9160 ([statistics.ipc@ipc.on.ca](mailto:statistics.ipc@ipc.on.ca)) or the main IPC switchboard at 416- 326-3333 or 1-800-387-0073.