

## BOARD MANUAL

<b>SUBJECT:</b> Freedom of Information and Protection of Privacy Act (FIPPA) Delegation of Duties	<b>NO.: 2-D-12</b>
<b>SECTION:</b> Board Process	
<b>APPROVED BY:</b> Board of Directors	<b>DATE:</b> May 7, 2025

This policy is identical to Corporate Manual Policy 2-21. The Board endorses and adheres to the Corporate FIPPA Delegation Policy 2-21

### Policy

Section 2 (1) (a.1) of the *Freedom of Information and Protection of Privacy Act*, 1990 (FIPPA) defines “head” in the case of a public hospital, as the chair of the board of the hospital.

Section 62 (1) of FIPPA specifies that a head may, in writing, delegate a power or duty granted or vested in the head, to an officer of the institution.

The term “officer” is not explicitly defined in FIPPA and as such, is interpreted in this policy to mean an employee with oversight for the privacy program at Cambridge Memorial Hospital who holds the title Chief Privacy Officer.

The officer to whom the accountabilities are delegated must ensure:

- The Hospital responds to Freedom of Information (FOI) requests in compliance with FIPPA; and
- Personal information is collected, used, disclosed, retained, and disposed of in accordance with FIPPA.

### Procedure

1. Delegation under Section 62 (1) of FIPPA shall be made in writing as described in Appendix A. Changes to, or cancellation of a delegation must also be in writing.
2. The delegation will be updated when there is a change in the Board Chair.
3. A delegation is made to a position or title and not to a named individual. CMH has named the position Chief Privacy Officer as the delegated position and the position Privacy Officer as the alternate.
4. The Hospital maintains records of the delegation of duties for FIPPA in the CEO’s office.

<b>DEVELOPED: December 7, 2020</b>		
<b>REVISED/REVIEWED:</b>		
April 28, 2021	April 27, 2022	March 13, 2025
October 2, 2024	Click or tap to enter a date.	Click or tap to enter a date.
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## Appendix A

### Delegation of the Chair of the Board's FIPPA Duties

I, (Name), as Chair of the Board of Cambridge Memorial Hospital, delegate all of my powers and duties under *Freedom of Information and Protection Act*, 1990 to the Chief Privacy Officer. When the Chief Privacy Officer is not reasonably available (e.g. due to illness, vacation), Chief Privacy Officer has the authority to delegate their powers to a designated CMH Privacy Officer.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Director, Patient Experience, Risk  
& Quality & Chief Privacy Officer

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Witness Name

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