

## Overview

Any person is entitled to request and receive information related to the public business of the City of Moncton (as a public body); have access to records containing personal information about themselves; or request corrections to records containing personal information about themselves in the custody and control of the City of Moncton in accordance with the provisions of the *Right to Information and Protection of Privacy Act* (RTIPPA) of New Brunswick.

## Eligibility

The *Right to Information and Protection of Privacy Act* of the Province of New Brunswick states that any person is entitled to request and receive records relating to the public business of public bodies, have access to their personal information and to request corrections to records containing their personal information in the custody and control of a public body in New Brunswick. A record is defined as information contained in a record that is written, photographed, recorded or stored by graphic, electronic or mechanical means. Public business includes any activity or function carried on or performed by a public body. Personal information means recorded information about an identifiable individual. There is no right to access certain types of information prescribed under sections 17 to 33 of RTIPPA.

RTIPPA does not replace existing procedures for accessing any information that is normally available to the public; nor does it affect any fees that may be charged for such access; nor should it become the sole vehicle by which personal information may be accessed or corrected.

## Description

The Right to Information and Protection of Privacy Act sets out a legislated process by which people can exercise their right to access information respecting public business; have access to their own information; or request correction of their own personal information.

A great deal of information is readily available on the City of Moncton website at [www.moncton.ca](http://www.moncton.ca). We suggest that you start by checking the website or you may make an informal request by phone or email. To do this, simply contact the city department you think might have the information you are looking for. Contact information for each department may be found on the City of Moncton website at [www.moncton.ca/contact\\_us](http://www.moncton.ca/contact_us). If you are told that the information is not routinely available, then you should proceed to file a Right to Information request with the City Clerk's Office.

Oral requests are accepted from applicants with limited ability to read and write English or French or with a disability that prevents them from completing a written request.

If you need to exercise someone's right under RTIPPA, you will need written authorization (letter, Power of Attorney, etc.) to do so. See section 79 of RTIPPA for more details.