



LAW ENFORCEMENT REQUEST FOR PERSONAL INFORMATION FORM

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

LAW ENFORCEMENT AGENCIES ARE REQUIRED TO USE THIS FORM TO REQUEST PERSONAL INFORMATION

If you require disclosure of personal information for law enforcement purposes without a court order, including video surveillance footage, and you believe the information is in the custody or control of Toronto Community Housing Corporation (TCHC), please complete and submit this form to: Information Specialist, Toronto Community Housing Corporation, 931 Yonge Street, 6th Floor, Toronto, ON M4W 2H2, lawenforcementfoi@torontohousing.ca or Fax: 416-981-4234.

- **TCHC will comply with all court orders to disclose. This form is not required for court ordered disclosures and our legal staff are available to provide advice.**
- **Law Enforcement Officers:** Please complete Parts A and B in full. Please complete Part C or D as relevant.
- **TCHC staff:** Please read Part E and complete Part F in full.

Part A – REQUESTER INFORMATION AND ATTESTATION (To be completed in full by law enforcement officer)

Title		Last Name		First Name	
Law Enforcement Agency				Badge No. (if applicable)	
Address			City or Town	Province	Postal Code
Daytime Telephone Number		Email Address		Your Investigation File # / TPS GO # (if applicable)	
What is the basis of the request? <input type="checkbox"/> To aid an investigation – Complete Part C <input type="checkbox"/> The health or safety of an individual is affected – Complete Part D			Format Requested <input type="checkbox"/> Examine original <input type="checkbox"/> Secure electronic copy <input type="checkbox"/> Pick up <input type="checkbox"/> Other		

Part B: DETAILED DESCRIPTION OF RECORDS / INFORMATION REQUESTED (add extra pages if necessary)

(To be completed in full by law enforcement officer)

Information and records must be limited in scope to only those necessary to aid an investigation or protect an individual's health and safety.

Please provide the following information as applicable.

Site Address: _____

Date range and times for records requested: _____

Type of record Security Footage Access Logs Incident Reports Documents
 Other _____

Name of individuals and identifiers:

Other Information:

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Part C: INVESTIGATION INFORMATION

(To be completed in full by law enforcement officer if applicable)

What is the nature of the investigation?

What is the relevance of the information to the investigation?

Why is it not feasible to seek a court order?

- Immediate risk to health and safety
- Judicial authorization not available within the required time frame
- Other urgent circumstances that do not allow the time to seek a court order (describe below)

Attestation and Signature

I, _____ (Officer Name - First, Last) attest that the requested personal information and records are necessary to aid an investigation undertaken by _____ (Law Enforcement Institution) with view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result, and the information provided herein is true and correct to the best of my knowledge and belief, and my understanding of the current circumstances.

Signature of Law Enforcement Officer or Official

Date of Signature (dd/mm/yyyy)

Part D: COMPELLING CIRCUMSTANCES AFFECTING HEALTH OR SAFETY

(To be completed in full by law enforcement officer)

What are the compelling health or safety concerns? Include information regarding: (i) likelihood of the harm occurring, (ii) the severity of the harm, (iii) how soon the harm might occur:

Likelihood of harm: Low Med High

Severity: Low Med High

Immediacy: hours 24h 72h other _____

One-line summary of threat: _____

Why is the disclosure reasonably likely to reduce the risk of harm to an individual?

Note: TCHC may be required to notify the subject of this request. If you have an objection to this notification, please provide an explanation below.

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Attestation and Signature

I, _____ (Officer Name - First, Last) attest that the requested personal information and records are necessary because of compelling circumstances affecting the health or safety of an individual and the information provided herein is true and correct to the best of my knowledge and belief, and my understanding of the current circumstances.

Signature of Law Enforcement Officer or Official

Date of Signature (dd/mm/yyyy)

Part E: NOTE TO TCHC STAFF

Please, see the IPC document on disclosure to law enforcement for additional guidance [Disclosure of Personal Information to Law Enforcement | Information and Privacy Commissioner of Ontario](#)

Under *MFIPPA*, an institution may disclose personal information in its custody or control to a law enforcement agency in the following circumstances:

- (i) to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result [*MFIPPA*, section 32(g)]; or
- (ii) in compelling circumstances affecting the health or safety of an individual [*MFIPPA*, section 32(h)].

In both circumstances, disclosure to the agency is discretionary and the agency must provide sufficient and specific information to satisfy TCHC that the disclosure is necessary. Personal information will not be disclosed on the basis of mere suspicion or speculation. Requests for information must be limited to the minimum information necessary for the stated purpose.

If the conditions are met, TCHC may disclose some or all of the information requested. Please note that staff may disclose personal information proactively (i.e., before an investigation has begun) if there is a reasonable basis to believe that an offence has occurred.

Factors to consider when determining reasonability of disclosure include (but are not limited to):

- urgency or emergency circumstances;
- sensitivity of the information;
- the number of persons affected;
- the breadth of the request;
- whether the request intrudes on reasonable expectation of privacy;
- necessity to aid a specific law enforcement investigation;
- existence of compelling health or safety concerns (taking into account the likelihood and severity of harm occurring).

Staff will require especially strong reasoning to disclose information if:

- Information is especially sensitive (e.g. health information, SIN number, bank information, credit card number, driver's license number, sexual attitudes or history),
- The request is voluminous or indicative of 'fishing' for information (e.g., requests regarding multiple people).

