



BY EMAIL AND WEB POSTING

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**To: All Regulated Entities
All Other Interested Persons**

Re: Personal Information in Applications and Other Filings

The Ontario Energy Board (OEB) would like to take this opportunity to remind all persons participating in OEB proceedings of the importance of following the rules that have been put in place by the OEB to protect personal information that is contained in applications and other filings.

The rules in question are found in Rule 9A of the OEB's [Rules of Practice and Procedure](#), in Rule 10 of the OEB's [Rules of Practice and Procedure for Enforcement Proceedings](#), and in the OEB's [Practice Direction on Confidential Filings](#).

Rule 9A.01 of the OEB's *Rules of Practice and Procedure* reads as follows (Rule 10.01 of the OEB's *Rules of Practice and Procedure for Enforcement Proceedings* is of similar effect):

9A Filing of Documents that Contain Personal Information

9A.01 Any person filing a document that contains personal information, as that phrase is defined in the *Freedom of Information and Protection of Privacy Act*, of another person who is not a party to the proceeding shall file two versions of the document as follows:

- (a) one version of the document must be a non-confidential, redacted version of the document from which the personal information has been deleted or stricken; and
- (b) the second version of the document must be a confidential, un-redacted version of the document that includes the personal information and should be marked "Confidential—Personal Information".

Section 4.3 of the OEB's *Practice Direction on Confidential Filings* reiterates this requirement.

All applicants and other parties to OEB proceedings must review their proposed filings to ensure that there is no personal information contained in them. If it is necessary to file a document that contains personal information, two versions of the filing must be submitted as described above.

If a document is filed with the OEB that contains personal information and no redacted version of the document is filed at the same time as the un-redacted one, the filing will not be accepted and the document will be returned to the person who filed it.

The OEB expects that regulated entities will ensure that their staff involved in making regulatory filings to the OEB are aware of the importance of compliance with the above-noted rules and that appropriate processes and training are in place to ensure compliance.

If you have any questions relating to this letter, please contact IndustryRelations@oeb.ca.

Yours truly,

Original Signed By

Christine E. Long
Registrar and Board Secretary