

If you're  
**hurt at work,**  
we're  
**here to help.**

## How to Reach Us

The Workers Compensation Board of Manitoba  
333 Broadway, Winnipeg, MB R3C 4W3

Email us at  
**wcb@wcb.mb.ca**

For more information, visit  
**www.wcb.mb.ca**

or call us at  
**204-954-4321**

or toll free  
**1-855-954-4321**

## Report fraud and non-compliance

Call 204-888-8081 or toll free 1-844-888-8081  
Email **Compliance@wcb.mb.ca**

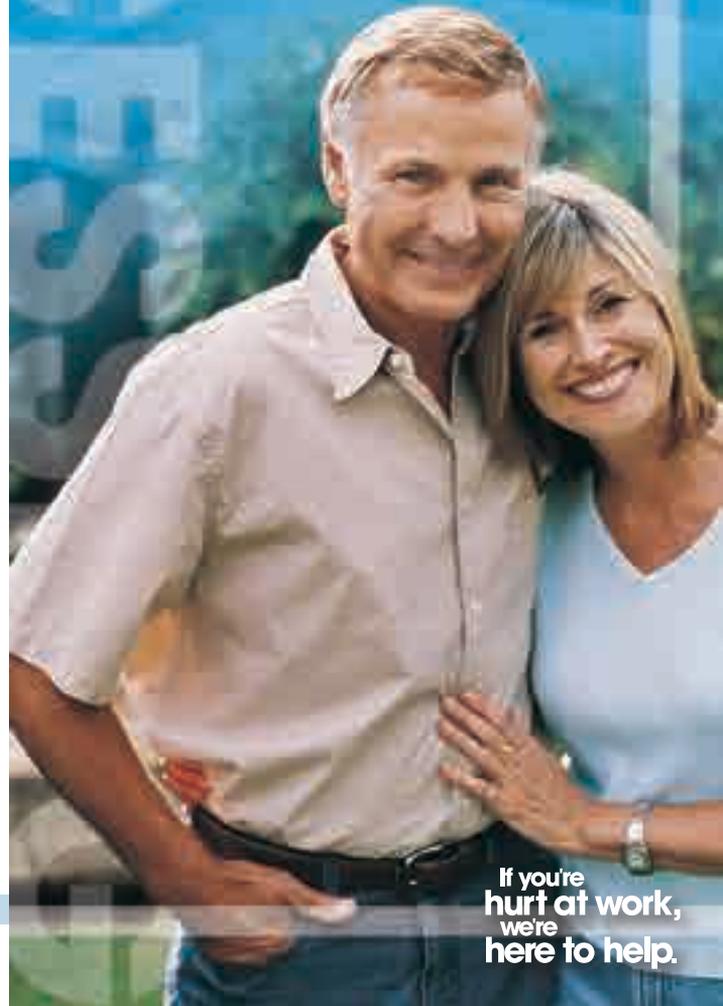
SAFE Work is everyone's responsibility.  
Preventing injuries is good for employers and  
workers. To learn more, go to:

**safemanitoba.com**

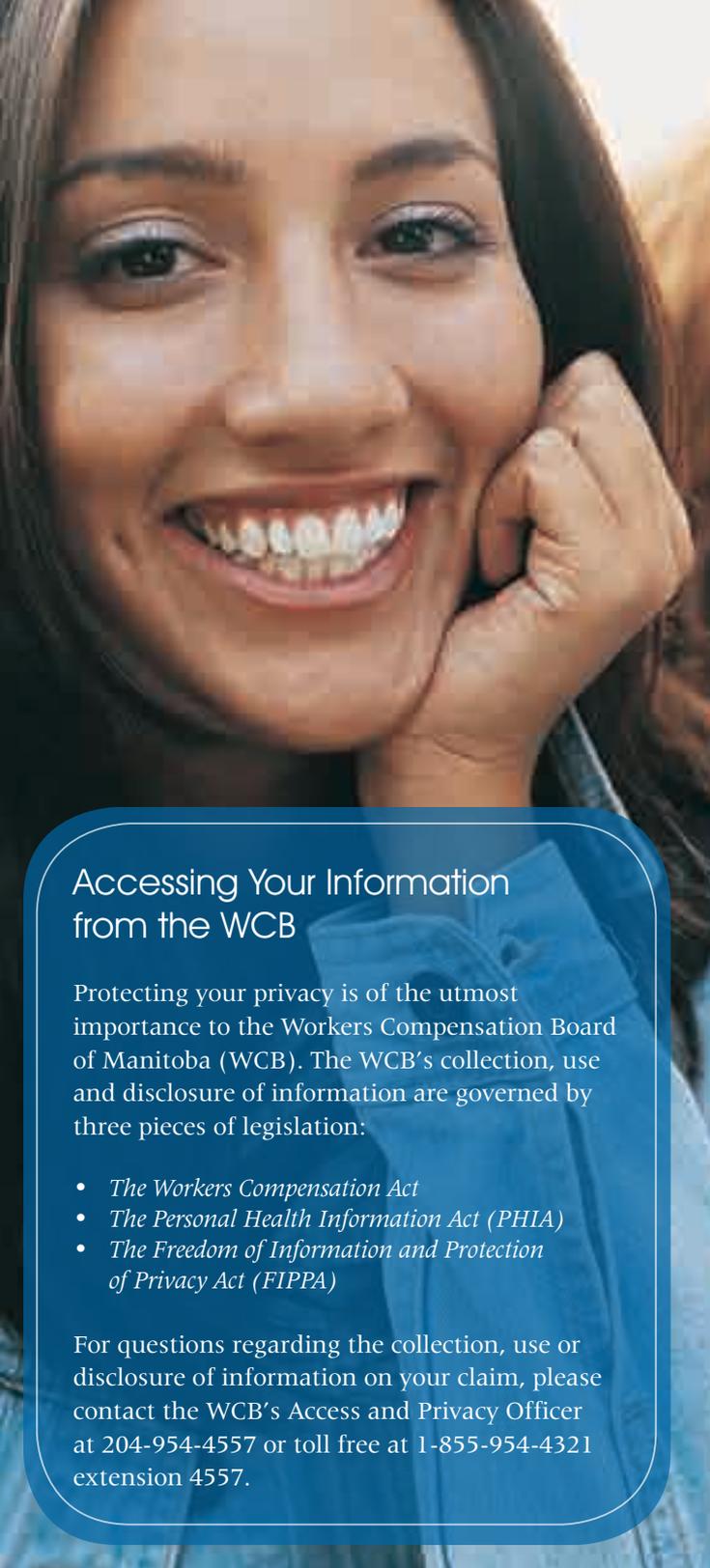
or call 204-957-SAFE (7233) in Winnipeg  
or 1-855-957-SAFE (7233) outside Winnipeg



# ACCESSING YOUR INFORMATION FROM THE WCB



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## Accessing Your Information from the WCB

Protecting your privacy is of the utmost importance to the Workers Compensation Board of Manitoba (WCB). The WCB's collection, use and disclosure of information are governed by three pieces of legislation:

- *The Workers Compensation Act*
- *The Personal Health Information Act (PHIA)*
- *The Freedom of Information and Protection of Privacy Act (FIPPA)*

For questions regarding the collection, use or disclosure of information on your claim, please contact the WCB's Access and Privacy Officer at 204-954-4557 or toll free at 1-855-954-4321 extension 4557.

## Protecting Your Private Information

The WCB treats all the information it collects as private and confidential. WCB staff is bound by confidentiality policies that help safeguard your information and ensure it is not wrongfully shared with others.

The WCB may, however, share limited information with your employer in order to help you to return to work.

## Accessing Your File

You have a right to examine and receive your claim file at any time. This includes the correspondence section of the claim file as well as all medical reports.

## Requesting Copies of Your File

You can request a free copy of your file by asking your case manager or adjudicator, or by calling the File Access Department at 204-954-4453. There is a fee if you wish to receive more than one copy of your claim file.

## Reviewing Requests for Access

You also have a right to authorize someone else to access your claim file. If your employer requests access to your file on an appeal, you will have 10 business days to provide consent or written objections to the request. At that time, you may review the file content in person or request a copy of the contents.

If you disagree with the WCB's decision to authorize access to your information, you can appeal the decision to the Chief Appeal Commissioner.

## For More Information

To read the complete WCB policies on Disclosure of File Information, please see Policies 21.50.10 and 21.50.40 of our Policy Manual at [wcb.mb.ca](http://wcb.mb.ca).