

## Access or Correction Request

**Notice of Collection:** The personal information you have provided on this form is collected by the Upper Canada District School Board under the authority of the Municipal Freedom and Protection of Privacy Act. The information will be used to answer your request.

If you have any questions, please contact the school principal and/or the Information and Records Management Specialist, Upper Canada District School Board, 225 Central Avenue, West, Brockville, ON, K6V 5X1 (Telephone 613-342-0371, Ext. 1396)

**Please see instructions on page 2 before filling out this form**

<b>A. Type of Request</b>			
<input type="checkbox"/> Access to general records (non-personal information) <input type="checkbox"/> Access to own personal information <input type="checkbox"/> Access to other's personal information by authorized party <input type="checkbox"/> Correction of own personal information			
Name of institution request made to: Upper Canada District School Board 225 Central Avenue, West, Brockville, ON K6V 5X1 Attention: Information and Records Management Office			
<b>B. Requester's Information</b>			
Last Name		First Name	Middle Initial
Unit/Apt. No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Home Phone No. (include area code)		Business/Mobile phone no. (include area code & extension)	
<b>C. Description of Records or Correction Requested</b>			
Time period of the records		Method of access	
From (yyyy/mm/dd)	To (yyyy/mm/dd)	<input type="checkbox"/> Receive copy <input type="checkbox"/> Examine original (on site only)	
<b>D. Payment and Signature</b>			
\$5.00 application fee <input type="checkbox"/> Cheque <input type="checkbox"/> Cash (in person only)	Signature		Date (yyyy/mm/dd)
<b>E. Institution Use Only</b>			
Date received (yyyy/mm/dd)	Request No.	Comments	

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### Instructions for Completing Access or Correction Request

#### Informal Access to Records

Many records of public institutions are available to you without making a request under the *Freedom of Information and Protection of Privacy Act* or the *Municipal Freedom of Information and Protection of Privacy Act*. Contact the Information and Records Management Specialist to determine whether you need to make a formal request. (225 Central Ave West, Brockville, ON K6V 5X1; 613-342-0371 ext. 1396)

#### A. Type of Request

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records)

The Information and Records Management Specialist is required to verify your identity before giving you access to your own personal information.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g. power of attorney, guardian or trusteeship order).

#### B. Requester's Information

Please ensure you have entered your name, address and telephone numbers accurately.

#### C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information. Use a separate sheet of paper if you need more space and attach it to this form.

If you are requesting personal information records, provide the name that should appear on them.

Specify the time period for the records as precisely as possible, e.g. from 2015/07/21 to 2017/11/30.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

Check a box to indicate whether you want to examine original documents (which may only be done on site) or receive copies.

#### D. Payment and Signature

A \$5.00 application fee is required for all requests. Cash payments must be made in person.

Make cheques payable to the **Upper Canada District School Board**.

Sign and date the form and mail it or submit it in person to the Upper Canada District School Board.