

### Instructions:

The Ontario Tech University Access/Correction Request Form may be used to request the following information under the *Freedom of Information and Protection of Privacy Act (FIPPA)*:

- Access to general records
- Access to your own personal information
- To request a correction to your own personal information

Please note the following when you are completing the form:

- Make only one request on each request form.
- Provide as much detail as possible regarding the records being requested or correction to be made.

### Application Fee:

Access to Information requests must be accompanied by a \$5.00 application fee. The application fee may be made by cheque or money order. Cheques and money orders can be made payable to: University of Ontario Institute of Technology.

There is no fee to request a correction to your own personal information.

### Submitting a Request

You may send completed request forms by mail to the address below, or electronically to [accessandprivacy@ontariotechu.ca](mailto:accessandprivacy@ontariotechu.ca).

If you do not receive an acknowledgement email from [accessandprivacy@ontariotechu.ca](mailto:accessandprivacy@ontariotechu.ca) within five (5) business days of submitting your form, please contact the Access and Privacy Office to ensure there were no technical difficulties in the submission of your form.

If submitting your form electronically, the application fee must be sent by mail and will need to be received by our office within one week of the electronic submission. Please include the original request form with your application fee.

Please retain a copy of the form and your cheque or money order for your records.

### The completed form and application fee to the following address:

Access and Privacy Office  
University Secretariat  
University of Ontario Institute of Technology  
2000 Simcoe St. N.  
Oshawa, ON  
L1G 0C5

You may direct questions regarding completing an access request, or general questions related to access and privacy at Ontario Tech, to the Access and Privacy Office at [accessandprivacy@ontariotechu.ca](mailto:accessandprivacy@ontariotechu.ca) or 905.721.8668 ext. 6705.

