

Access and Correction Request Form

Freedom of Information and Protection of Privacy

PART 1: REQUEST UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT* FOR:

Access to general records Access to my own personal information Correction of my own personal information

PART 2: REQUESTOR'S INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____ Mr. Miss
 Mrs. Other:
 Ms.

Address (Street/Apt. No./ P.O. Box/R.R. No.): _____ City or Town: _____ Province: _____ Postal Code: _____

Daytime Telephone Number: _____ Evening Telephone Number: _____ Email: _____

PART 3: DESCRIPTION OF RECORDS

Please provide as much detail as possible about the requested records or desired correction. Attach additional pages or supporting documentation as needed.

Time period records dated from: _____ to: _____

Location of Records (please specify where records are located, e.g. Faculty, Department): _____

Detailed description of records and/or correction to be made: _____

Preferred method of access to records: Examine Original Records Receive Copy of Records

PART 4: PAYMENT AND SIGNATURE

Please enclose a \$5.00 application fee for access requests. Cheques can be made payable to the University of Ontario Institute of Technology. There is no fee for correction requests. Cheque Money Order

Signature: _____ Date: _____

PLEASE SEND YOUR COMPLETED FORM AND APPLICATION FEE TO THE ADDRESS IN THE INSTRUCTIONS ABOVE. THANK YOU.

Personal information on this form is collected under the authority of the *University of Ontario Institute of Technology Act, SO 2002, c 8, Sch O* and will be collected, protected, used, disclosed and retained in compliance with Ontario's *Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31*. This information will be used for the purpose of responding to your access or correction request. Questions regarding the collection of your personal information may be directed to UOIT's Chief Privacy Officer, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.8668, ext. 6705, email: accessandprivacy@uoit.ca.