

REQUEST FOR INFORMATION UNDER THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This form may be used to request information held by this Board *or* to request a correction of your personal information that you believe is held by this Board. The completed form can be addressed to the Freedom of Information Coordinator and emailed to privacy@ugdsb.on.ca. The \$5.00 fee can be e-transferred to accounts.receiveable@ugdsb.on.ca.

Please note that in order to process your application it must be accompanied by the mandatory \$5.00 fee.

Please complete the following information:

Mr. Mrs. Ms. Miss

Last Name: _____

First Name: _____

Middle Name: _____

Address: _____

Email: _____

City/Town: _____ Province: _____

Postal Code: _____

Home Telephone: _____ Work Telephone: _____

If request is for access to, or correction of, own personal information records, please indicate the Last Name that appeared on the records: _____

The request is for:

Access to General Records

Access to Own Personal Information

Correction to Own Personal Information

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REQUEST FOR INFORMATION

Please give a detailed description of the requested records, personal information that you wish corrected. **NOTE:** If you are requesting a correction of personal information, please identify the personal information bank or record that contains the information (if known). Further, please indicate the desired correction and if applicable, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information by contacting this office.

Preferred method of access to records: Examine Original Receive Copy

Date (yy/mm/dd): _____ Signature of Requester: _____

<u>FOR BOARD USE ONLY</u>	
\$5.00 Application Fee Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Received: _____	Request Number Assigned: _____
Comments:	

Personal information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Co-ordinator at the Upper Grand District School Board.
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