



Access Request Form

Under the *Freedom of Information and Protection of Privacy Act*

Please note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to general records <input type="checkbox"/> Access to own personal information <input type="checkbox"/> Correction to own personal information	Name of department request made to:
---	--

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records: same as below, or: _____

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss	Last Name: _____
First Name: _____		Middle Name: _____		
Address: (Street/Apt. No./P.O. Box/R.R. No.) _____		City/Town: _____		
Province: _____		Postal Code: _____		
Telephone Number (Day): _____		Telephone Number (Evening): _____		

Detailed description of requested records, personal information or personal information to be corrected. If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known.

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, 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.

Preferred method of access to records: <input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy	Signature: 	Date:
--	---------------------------	----------------------

For institution use only		
Date Received:	Request Number:	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 should be directed to Seneca's Privacy Office at 416.764.0400 or email privacyoffice@senecacpolytechnic.ca.