Access to Information Request

Request Form

Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

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

Request for:	**Name of Institution Request is Made to:**
☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Information	Trillium Lakelands DSB 300 County Road #36 Lindsay, ON K9V 4R4 Attention: Access to Information

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

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

☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms. Last Name: _____

First Name:_____ Middle Name:_____

Address (Street/Apt. No. / P.O. Box, RR No.): City/Town: _____

_____ Telephone Number : ( ) _____

Province:_____Postal Code: _____ Telephone Number (Day): ( )_____

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:	☐ Examine Original ☐ Receive Copy ☐ Electronic Copy	Signature:	Date:

For Institution Use Only:		
Date Received:	Request Number:	Comments:

Notice of Collection: Personal information contained on this form is collected pursuant to the 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 designate responsible for Access to Information for Trillium Lakelands District School Board, Lindsay Education Centre, P.O. Box 420, 300 County Road #36, Lindsay, Ontario, K9V 4R4, 705-324-6776.