

Request Form

Freedom of Information and Protection of Privacy Act

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

Request for:

Access to General Records Access to Own Personal Information Correction to Own Personal Information

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

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

Contact Information: Mr. Mrs. Ms.

Last Name: _____ First Name: _____

Company or Organization (if applicable): _____

Address: (St./Apt. No./PO Box/RR No.): _____

City/Town: _____

Province: _____ Postal Code: _____

Telephone Number: () _____

Email Address: _____

Alternate Number: () _____

Preferred method of contact: Phone Mail E-mail

Detailed description of requested records, personal information or personal information to be corrected. Include applicable date(s). (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person 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

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 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.

Return completed form and application fee to: Freedom of Information Coordinator
Kingston Health Sciences Centre
76 Stuart Street
Kingston, ON K7L2V7

Please make cheque payable to Kingston Health Sciences Centre