



Freedom of Information Request Form

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

Please Note: A \$5.00 application fee is required for all requests. (The fee does not apply when someone requests their own information. Requests for your own personal information should be directed to the last school you attended at Niagara Catholic)

Request for:

- General Records
- Own Personal Information
- Correction to Own Personal Information

Name of Institution request made to:

Niagara Catholic District School Board
 427 Rice Road, Welland, ON L3C 7C1
 Coordinator of Information Management/Privacy and Freedom of Information

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

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

- Mr. Mrs. Ms. Miss

First Name: _____ Province: _____ Postal Code: _____

Last Name: _____ Telephone Number (Day Time): _____

Address: _____ Telephone Number (Evening): _____

City/Town: _____ Email Address: _____

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 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 to access 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/ 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 Coordinator of Information Management/Privacy and Freedom of Information.