



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# 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.**

**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.*