



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.

<p>Request for:</p> <p><input type="checkbox"/> General Records</p> <p><input type="checkbox"/> Own Personal Information</p> <p><input type="checkbox"/> Correction to Own Personal Information</p>	<p>Name of Institution request made to:</p> <p>Niagara Catholic District School Board</p> <p>427 Rice Road, Welland, ON L3C 7C1</p> <p>Coordinator of Information Management/Privacy and Freedom of Information</p>
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If request is for **access to**, or **correction of**, own personal information records:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> 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 record	<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 about this collection should be directed to the Coordinator of Information Management/Privacy and Freedom of Information.