

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

ACCESS/CORRECTION REQUEST

REQUEST FOR: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Name of Institution request made to: The Corporation of the Town of Georgina R.R.#2, 26557 Civic Centre Rd. Keswick, Ontario L4P 3G1	Response Time 30 Calendar Days
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If request is for access to or correction of own personal information records

Last name appearing on records: same as below OR ➡

Last Name:	First Name	Middle Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.
			<input type="checkbox"/> Ms. <input type="checkbox"/> Miss

Address: (R.R.#, P.O. Box#, Street/Apt.)	Town	Prov.	Postal Code
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Telephone Number Day: ()	Telephone Number Evening: ()	Fax Number: ()
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Detailed description of requested records, personal information records 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: IN ADDITION TO THE \$5.00 INITIAL FEE YOU WILL BE SUBJECT TO A FEE OF \$7.50 FOR EACH 15 MINUTES OF SEARCH TIME PLUS \$0.20 PER PAGE FOR PHOTOCOPYING IN ACCORDANCE WITH PROVINCIAL REGULATION 823.

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 <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature	Date: DD	MM	YY
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FOR INSTITUTION USE ONLY

Date Received: DD/MM/YY	Request Number	Comments
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Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation 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.