

**Access/Correction Request
Freedom of Information and Protection of Privacy**

Type of Request:

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

Request made to **Canadore College**
Freedom of Information and Privacy Coordinator
email: Privacy.Officer@canadorecollege.ca

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

Last name appearing on records: same as below **OR:**

Requester's Information

Last Name: _____ First Name: _____ Middle Name: _____
 Student/Employee/Vendor # (if known) _____
 Address: _____ City or Town: _____ Province: _____
 Postal Code: _____ Telephone (Daytime): _____ Telephone (Evening): _____
 Fax: _____ E-mail Address: _____

Please add a detailed description of requested records, personal information records or the personal information to be corrected. Include all information that will assist in locating the requested record. For correction of personal information, please include supporting documentation and specify correction(s) to be made. You will be notified if the correction cannot be made and you may request that a statement of disagreement be attached to your personal information.

Preferred method of access to records: <input type="checkbox"/> Examine Original (on site) <input type="checkbox"/> Receive Copy	Signature _____	Day / Month/ Year _____
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**EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.
CHEQUE OR MONEY ORDERS ARE PAYABLE TO CANADORE COLLEGE**