

**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:

- ☐ Examine Original (on site)
- ☐ Receive Copy

Signature

Day / Month/ Year

**EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.
CHEQUE OR MONEY ORDERS ARE PAYABLE TO CANADORE COLLEGE**

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used to answer your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator c/o Office of the Registrar, Canadore College, 100 College Drive, North Bay, Ontario, P1B 8K9 Email: privacy.officer@canadorecollege.ca.