

## Access / Correction Request

### Freedom of Information and Protection of Privacy

<b>Request for:</b>  <input type="checkbox"/> <b>Access to General Records</b> <input type="checkbox"/> <b>Access to Own Personal Information</b> <input type="checkbox"/> <b>Correction of Own Personal Information</b>	<b>Submit form with \$5.00 fee to:</b>  <b>Access/Privacy Officer, University Secretariat</b> <b>1<sup>st</sup> floor, Bata Library, Trent University</b> <b>Peterborough, Ontario K9L 0G2</b>	<b>Date Stamp / Rec'd</b>
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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**                     

**Details:**

Last Name of Person Making Request:	First Name:	Middle Name:	<input type="checkbox"/> <b>Mr.</b> <input type="checkbox"/> <b>Ms.</b>
Address (Street/Apt. No./P.O. Box No./R.R. No.)		City or Town	Province
Postal Code	Daytime Telephone Number	Evening Telephone Number	Email

**Detailed description of requested records or personal information to be accessed or corrected. (You may attach a separate sheet if more space is required.)**

Note re: Personal Records: 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. You may be asked to provide proof of identity before receiving personal records. If requesting a correction, indicate the desired correction and, if applicable, attach any supporting documentation. You will be notified if the correction is not made, and in that case you may require that a statement of disagreement be attached to your file.

Preferred method of access to records  <input type="checkbox"/> <b>Examine Original</b> <input type="checkbox"/> <b>Receive Copy</b>	Signature	Date
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**EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.**  
**CHEQUES OR MONEY ORDERS SHOULD BE MADE PAYABLE TO TRENT UNIVERSITY**

Personal information contained on this form is collected pursuant to 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 Access/Privacy Coordinator at Trent University (705) 748-1387 or emailed to: [privacyinformation@trentu.ca](mailto:privacyinformation@trentu.ca)

**Fees Payable under Freedom of Information and Protection of Privacy Act**

**Application Fee** ..... \$ 5.00  
*(payable at time of request)*

**Photocopies and Computer Print Outs** ..... \$ 0.20 per page

**Disk**..... \$ 10.00 per disk

**Development of computer program  
to produce a record** ..... \$ 15.00  
*(for each 15 minutes spent by any person)*

**\*Manual record search** ..... \$ 7.50  
*(for each 15 minutes spent by any person)*

**\*Preparation of Record for Disclosure** ..... \$ 7.50  
*(for each 15 minutes spent by any person)*

***\*Exception: Individuals seeking access to their own personal information are not required to pay record search and preparation costs.***

Requesters will be charged for shipping as well as any invoiced costs that the institution incurs in locating, retrieving, processing and copying the record.

Requesters will be provided with a reasonable estimate of amounts payable in excess of \$25.00. If estimated costs are \$100.00 or more, the University may require a deposit of 50% of the estimate before taking any further steps to respond to the request.