

Access to Information and Correction of Personal Information Process:

The University of Guelph Access/Correction Request Form may be used to request the following information under the *Freedom of Information and Protection of Privacy Act*:

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

Please note: requests for personal information will require proof of identification before information can be released.

Application Fee:

Requesters must submit a completed and signed Access/Correction Request Form along with a \$5.00 application fee for each separate request.

Cheques and money orders should be made payable to the University of Guelph.

There is no application fee to request a correction of your own personal information.

Submitting a Request:

Submit completed request forms and application fees by mail to:

University Secretariat
University Centre, 4th Floor
50 Stone Road East
Guelph, Ontario N1G 2W1

The University of Guelph primarily accepts requests by lettermail or campus mail. If you would like to submit your request in person, please contact privacy@uoguelph.ca to arrange a drop off.

Upon receipt of the completed Access/Correction Request Form and \$5.00 application fee, a staff member from the University Secretariat will contact you outlining the next steps of the process.

For questions related to completing an access/correction request, or general inquiries regarding access and privacy at the University of Guelph, please contact the Information Governance & Privacy Office in the University Secretariat at privacy@uoguelph.ca.

Part 1: About the Requester

Mr.	Mrs.	Ms.	Miss	Dr.	N/A
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Last Name: _____ First Name: _____

Address: _____

City: _____ Postal Code: _____ Province: _____

Email Address: _____ Phone: _____

Part 2: About the Request

Provide a detailed description of requested records, personal information, or personal information to be corrected. If you are requesting access to, or correction of, your own personal information, please include your date of birth and identify the [Personal Information Bank \(PIB\)](#) or record containing the personal information, if known, as well as the last name appearing on the records if different from above. If you are seeking a correction to 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 request that a statement of disagreement be attached to your personal information.

Request for:	Access to General Records	Access to Personal Information	Correction to Personal Information
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Request time span: _____

Location of records: _____

Request: _____

Preferred method of access to records:	Examine Original	Receive Copy
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Part 3: Your Signature

Signature: _____	Day: _____	Month: _____	Year: _____
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Personal information on this form is collected under the authority of the University of Guelph Act, 1964 and in accordance with Ontario's Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information Governance & Privacy Office in the University Secretariat at 519-824-4120 x.54247 or by email to privacy@uoguelph.ca.