

Access/CorrectionRequestForm

Freedom of Information & Protection of Privacy

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 <u>each separate request</u>.

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.	Mis	S	Dr.	N/A	
Last Name:	First Name:						
Address:							
City:			Postal Code:		Province	: :	
Email Address:			Phone:				
Part 2: About the	Request						
information to be conformation, please in containing the personal different from above desired correction as		equesting irth and in own, as we correction ach any s	g access to, or identify the Pervell as the last room to personal is supporting docastatement of	correction rsonal Info name appe informatio cumentatio disagreer	n of, your over earing on the n, please income. You will l nent be atta	wn personal nk (PIB) or record e records if dicate the be notified if the ached to your	
Request for:	Access to General st for: Records		Access to Personal Information		Correction to Personal Information		
Request time span:							
Location of records:							
Request:							
Preferred method of access to records:		Exa	amine Original Re		Receive Co	ceive Copy	
Part 3: Your Signa Signature:	ature	Da	y:	Month:		Year:	

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.