



Access / Correction Request Form

Municipal Freedom of Information and Protection of Privacy Act

(References: P.128.GOV and PR.510.GOV)

Request for: Access to General Records Access to Own Personal Information Correction of Own Personal Information	Deliver or mail this form with the \$5.00 fee to the: Ottawa-Carleton District School Board Attention: Freedom of Information Coordinator 133 Greenbank Road Ottawa, ON K2H 6L3										
If request is for access to, or correction of, own personal information records: Last name appearing on records: <input type="checkbox"/> same as below OR											
Application Details: <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 35%;">Last Name:</td> <td style="border: none; width: 15%;">First Name:</td> <td style="border: none; width: 15%;">Middle Name:</td> <td style="border: none; width: 10%;">Mr.</td> <td style="border: none; width: 10%;">Mrs</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;">Ms</td> <td style="border: none;">Miss</td> </tr> </table>		Last Name:	First Name:	Middle Name:	Mr.	Mrs				Ms	Miss
Last Name:	First Name:	Middle Name:	Mr.	Mrs							
			Ms	Miss							
Address (Street/Apt. No./P.O. Box No./R.R. No.)	City or Town	Province	Postal Code								
E-mail address	Telephone Number (Day)	Area Code	Telephone Number (Evening)	Area Code							
Detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please include your date of birth and identify the personal information bank or record containing the personal information, if known)											
Note: If you are requesting a correction of 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 require that a statement of disagreement be attached to your personal information. Additional pages may be attached if required.											
Preferred method of access to records <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature	Day	Month	Year							
Personal information contained on this form is collected pursuant to the <i>Municipal Freedom of Information and Protection of Privacy Act</i> and will be used for the purpose of responding to your access / correction request. Questions about this collection should be directed to the Freedom of Information Coordinator, OCDSB, 133 Greenbank Road, Ottawa, ON K2H 6L3 613-596-8211.											
<i>For Office Use Only:</i>											
Date Request Received (with fee):	Request / File Number:	Date Due:	Date Acknowledged/Comments:	Date Closed:							



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SUMMARY OF FEES

The payment and amount of fees are set out in the MFIPPA and its regulations. Permitted fees are outlined below:

FEES FOR REQUESTS FOR GENERAL OR PERSONAL INFORMATION

If you are making a formal request for information about yourself for the possible reason to request correction, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself, or about an Ottawa-Carleton District School Board program or activity, are considered "general information requests".

Note: Each separate request must be accompanied by the \$5.00 application fee (cash or cheque made payable to the Ottawa-Carleton District School Board. **The application fee is mandatory and not subject to waiver.** The remaining fees are subject to waiver in accordance with section 45(4) of the MFIPPA.

Fees for Requests for General Information	
Application Fee	\$5.00 to be paid when you submit your request.
Search Time for the Record	\$7.50 for each fifteen (15) minutes spent by any person to search and retrieve records
Preparation of record for disclosure (i.e. severing)	\$7.50 for each fifteen (15) minutes spent by any person to prepare records for release
Development of computer program or other method of producing a record from a machine readable record	\$15.00 for each fifteen (15) minutes spent by any person to develop program to retrieve information
Any additional costs in locating, retrieving, processing and copying the record	Actual Costs
Diskettes/CDs	\$10.00 for each diskettes/CD
Photocopying (Note that the individual will be provided the option of viewing copies of originals on site. Select photocopying fees may apply)	\$0.20 per page (requester's copy only)
Fees for Requests for Personal Information	
Application Fee	\$5.00 to be paid when you submit your request.
Development of computer program or other method of producing a record from a machine readable record	\$15.00 for each fifteen (15) minutes spent by any person to develop program to retrieve information
Diskettes/CDs	\$10.00 for each diskettes/CD
Photocopying (Note that the individual will be provided the option of viewing copies of originals on site. Select photocopying fees may apply)	\$0.20 per page (requester's copy only)

You will be provided with a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you will be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act*.