

Name of Institution Request Made to:
The Corporation of the Town of Innisfil

Access/Correction Request

Freedom of Information and Protection of Privacy

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Submit Request to: Town Clerk Town of Innisfil Administration Offices 2101 Innisfil Beach Road, Innisfil, ON L9S 1A1 INCLUDE \$5.00 APPLICATION FEE – Request cannot be processed until fee is paid in full
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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:**

REQUESTER'S INFORMATION:

Last Name:		First Name:		Middle Name:	
Address (Street/Apt. No./P.O. Box No./R.R. No.)			City or Town		Province
Postal Code	Telephone No. Day	Area Code		Telephone No. Evening	Area Code
Personal Email			Work Email		

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 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

Preferred method of access to records	Signature	Day	Month	Year	Request Number (Internal Use Only)
<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy					

EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.

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Additional Fees

Section 45 of the Municipal Freedom of Information and Protection of Privacy Act

- Search Time \$7.50 - per ¼ hour
- Preparation Time \$7.50 - per ¼ hour
- Computer programming \$15.00 - per ¼ hour
- Photocopying and Computer Print-outs \$0.20 - per page
- CD - \$10.00 per Disk
- Reproduction of Large Drawings - \$20.00 per sheet
- Any shipping costs
- Any additional fees incurred in responding to a request

For further information regarding the collection or disclosure of information at the Town of Innisfil, please contact:

Records Coordinator or Town Clerk

Town of Innisfil 2101 Innisfil Beach Road, Innisfil, ON L9S 1A1

Telephone: 705-436-3710

Fax: 705-436-7120