



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	Name of Institution request made to: <p style="text-align: center;">Town of East Gwillimbury 19000 Leslie Street Sharon, ON L0G 1V0</p>
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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 ►

Last Name:	First Name:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.
		<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss.

Address (Street/Apt No./PO Box/RR No.):

City/Town: _____ Prov: _____

Postal Code:	Telephone No.	Evening:
	Day:	
	Cell:	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 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.

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Hard Copy <input type="checkbox"/> Receive e-mail Copy	Signature:	Date:
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For Institution Use Only

Date Received:	Request No:	Comments:
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Personal information contained on this form is collected pursuant to 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 Co-ordinator at the Institution where the request is made.