



# Access to Information and Correction of Personal Information REQUEST FORM

**Please Note:** a \$5.00 application fee is required to process all requests (cheque or money order, payable to YORK UNIVERSITY).

First, read the **FIPPA Access Request Procedure** at <http://ipo.info.yorku.ca/files/2012/10/FIPPA-Access-Request-Procedure.pdf> on the Information and Privacy Office website. Complete this form by filling in the fields below, then print.

Request for (check one only):	Name of York University office to which you are making your request:
<input type="checkbox"/> Access to General Records	<input type="checkbox"/> Information and Privacy Office
<input type="checkbox"/> Access to own Personal Information	<input type="checkbox"/> Other, please specify:
<input type="checkbox"/> Correction of own Personal Information	

Last name:		
First name:	Middle name:	
Street address, apartment:		
City, town:	Province:	Postal code:
Email (optional):	Tel. no. (day):	Tel. no. (evening):
If request is for access to, or correction of, own personal information records: Last name appearing on records <input type="checkbox"/> same as above, or (specify):		

Please give a detailed description of requested records, personal information or personal information to be corrected.

**NOTE 1:** if you are requesting access to or correction of your own personal information, please identify the personal information bank or record containing the personal information, if known. **NOTE 2:** if you are requesting a correction of personal information, please state 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 copy	Signature:	Date:
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FOR YORK UNIVERSITY USE ONLY	
Received by Office:	
Date Received:	Request Number:
Comments:	

NOTE: Pursuant to *Freedom of Information and Protection of Privacy Act*, fees will be charged for activities which are required to process your request. Some examples are:

- > a search charge for every 15 minutes of manual search required to locate a record
- > costs incurred in locating, retrieving, processing or copying a record, or in preparing the record for disclosure
- > postage and shipping costs where applicable

See FIPPA Fees at <http://ipo.info.yorku.ca/files/2012/10/FIPPA-Fees.pdf> on the IPO website for specific charges which may apply.

For more information, please go to: [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900460\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900460_e.htm).

Print Form

Print and sign the form, then mail it to:

Information and Privacy Office  
York University  
1050 Kaneff Tower  
4700 Keele Street, Toronto, ON, M3J 1P3

Reset Form

**Privacy:** Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for the purpose of responding to your request. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Information and Privacy Coordinator, York University, 1050 Kaneff Tower, 4700 Keele Street, Toronto, ON, M3J 1P3, tel. 416-736-2100 ext. 40706 or email [info.privacy@yorku.ca](mailto:info.privacy@yorku.ca).