

FREEDOM OF INFORMATION REQUEST FORM



Please submit this form to:
Privacy Office (University Secretariat)
McMaster University
Gilmour Hall 210
1280 Main St. West Hamilton ON L8S 4L8

PLEASE NOTE:

a \$5.00 application fee is required to process all requests
(cash or cheque made payable to McMaster University)

Request for: Access to General Records Access to Personal Information Correction of Personal Information

Preferred method of access: Examine original Receive a copy

Honorific First Name Last Name

Street Address Apt/Unit City

Province Postal Code E-Mail Telephone

Please provide a date or date-range related to the record(s):

Date From:

Date To:

Retrieving records takes time. The more specific your request is the more efficiently we will be able to respond. Please include a description of the records (e.g. minutes, letters, reports, emails, etc.). Where appropriate, identify the department(s) and/or individual(s) from whom you are seeking records.

Provide a detailed description of the records requested or the personal information to be corrected (attach additional pages if needed).

Signature _____ Date

Personal information on this form collected under the authority of The McMaster Act, 1976 and the Ontario Freedom of Information and Protection of Privacy Act (RSO 1990), is protected under the provisions of privacy legislation. The information will be used only for the purposes of responding to your request and statistical reporting.

INSTRUCTIONS FOR COMPLETING THIS FORM

You are able to access many McMaster University records without making a formal request under the Freedom of Information and Protection of Privacy Act (FIPPA).

To determine whether you need to make a formal request under the Act, or if you need help completing this form, contact the **Privacy Office (University Secretariat)** at privacy@mcmaster.ca or at 905-525-9140 ext. 24337.

ACCESS TO GENERAL RECORDS

Be as specific as possible when describing the records you are requesting. Please provide the following information, if known:

- the department you believe has the information you are seeking
- the name of any individual(s) you believe has the information you are seeking
- Any other information that will assist in locating the record

You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is estimated at more than \$150.00, you will be asked to provide a 50% deposit. The records are provided when the fee is paid in full.

ACCESS TO PERSONAL INFORMATION

If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. Please provide:

- your full name and any other names you may have previously used
- any identifying numbers you have associated with the University (e.g. McMaster University student number or employee number)

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's trustee or that you have power of attorney for the person.

There is no additional fee beyond the initial \$5.00 for accessing personal information, unless the cost of producing copies is more than \$10.00. In such cases, you will be notified of the fee estimate.

CORRECTION OF PERSONAL INFORMATION

State the desired correction and, if appropriate, provide supporting documentation. In the event that the correction is not made, we will notify you and you may require that a statement of disagreement be attached to your personal information.

COST OF YOUR REQUEST

Retrieving records takes time. The more specific your request is the more efficiently we will be able to respond. The University charges the fees prescribed under the Freedom of Information and Protection of Privacy Act. Some examples of charges include:

- photocopies and computer printouts \$0.20 per page
- manually searching a record \$7.50 for each 15 minutes spent by any person
- preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person

If the fee associated with your request is expected to be \$100.00 or more, we will provide you with a fee estimate. A 50% deposit is required on all fees estimated to be \$100.00 or more before we will process your request.

CONTINUING REQUEST

If you are making a continuing request (the same request processed repeatedly at pre-determined intervals over a period of up to 2 years), please contact the University Secretary. The initial fee is \$5.00 and you must pay any additional costs.