



**FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY**

REQUEST TO ACCESS INFORMATION

In The Custody or Under The Control of
The University of Lethbridge

Personal information on this form is collected under the authority of the Alberta *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. The instructions for completing the form are on the back. **PLEASE PRINT.**

About You

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. Last name <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		First name
Name of Company or organization (if applicable)		
Mailing Address		
City/Town/Village	Province	Postal Code
Phone Number (day) ()	Phone Number (evening) ()	Fax Number ()
Email		

About your

Request

1. What kind of information are you requesting access to?

- General information (An initial fee of \$25 is required – see instructions for explanation of fees.)
- Your own personal information (No initial fee is required for personal information.)

2. Do you want to:

- receive a copy of the record? **OR** examine the record?

About the information you want to access

- 1. What records do you want to access?** Please give as much detail as possible. If you need more space, please attach a separate page. (If you want access to your own personal information, give all of your previous names. For another person’s information, you must attach proof that you can legally act for that person.)

2. What is the time period of the records? Please give specific dates. (See instructions.)

Your

Signature _____ Date _____

For U of L use only:

Date received:	File Number:
----------------	--------------

REQUEST TO ACCESS INFORMATION

Instructions

You can access many University of Lethbridge records without making a request under the *Freedom of Information and Protection of Privacy Act* (the *FOIP Act*). To determine whether you need to make a request under the Act or if you need help completing the form, contact the U of L Access and Privacy Office, A720, University of Lethbridge, 403-332-4620.

About You

In this part of the form enter:

- your preferred title, last and first names;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address, daytime and evening phone numbers, fax number and email address. The University may need to contact you regarding your request.

About your Request

If you need help to find out what records the University has, please contact the Access and Privacy Office.

1. Indicate whether you are requesting general or personal information.

General Information:

Include the \$25 initial fee with this form. Make the cheque payable to the University of Lethbridge. Before processing begins you will be given an estimate of how much your request will cost you. If the total cost of processing is more than \$150, you will be asked to pay a 50% deposit. The records are provided when the fee is paid in full.

Personal Information:

You must provide proof of identity before records containing your personal information are released to you. If you are requesting records for another person, you will have to provide proof of legal authority to act for that person. There is no initial fee for accessing your personal information; however, if the cost of photocopying exceeds \$10, you will be notified of the fee.

The initial fee for a **continuing request** (the same request asking for records at regular intervals, up to two years) is \$50 and you must pay any additional costs as records are provided.

About the Information you want to Access

1. What records do you want to access?
Be as specific as possible in your description, attaching an additional page if necessary.

If requesting **your own personal information**, give:

- your full name;
- any other names that you have previously used;
- any identifying number that relates to the records, such as U of L I.D. number.

If requesting **another person's information**, give:

- the person's full name;
- any other name that person may have used on the records;
- and any identifying numbers for the person, if you know them.

If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.

2. What is the time period of the records? Enter the specific dates or date ranges of the records you want to access. For example, if you want records for the period January 1, 2009 to June 30, 2009, enter those dates. If you want records from January 1, 2009 to present, enter "January 2009 to present".

Your signature

Date and sign the form.

WHERE TO SEND YOUR REQUEST:

Privacy Office
The University of Lethbridge
A720, 4401 University Drive
Lethbridge, Alberta
T1K 3M4