



Request for Information and Records

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

A \$5.00 application fee is required for all requests. Cheques or money orders must be made payable to "Haldimand County". Please direct requests together with payment to: **Deputy Clerk / FOI Coordinator**.

Request for:

- Access to general records
- Access to own personal information
- Correction to own personal information

Name of Institution request made to:

Haldimand County
53 Thornburn Street South
Cayuga, ON N0A 1E0

Requestor Information

First Name:

Last Name:

Telephone (day):

Telephone (night):

Fax:

Email:

Address:

- I consent to the use of the information provided here and for the purpose of contacting me with regards to this request.
- I understand that I can withdraw my consent at any time by notifying Haldimand County.

In the space below, in as much detail as possible, provide a description of information and/or records you wish to access including the time period for the information.

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate attach any supporting documentation. If the correction cannot be made, you may submit a statement of disagreement which will be attached to your personal information.

Preferred format to receive requested records:

- Paper copy (mailed or couriered)
- Electronic (Secure PDF)

Preferred method of access to records:

- Examine original
- Receive copy

For institution use only:

Date received:

Comments:

Request number:

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection may be directed to the Freedom of Information Coordinator at 905-318-5932 ext.6362.

Instructions for Completing A Request for Information and Records

Informal Access to Records

Many records of public institutions are available to you without making a request under the *Municipal Freedom of Information and Protection of Privacy Act*. Contact Haldimand County's Freedom of Information Coordinator to determine whether you need to make a formal request.

Type of Request

Check the box that indicates what you are requesting (records that do not contain personal information are general records).

The Freedom of Information Coordinator is required to verify your identity before giving you access to your own personal information.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

Requestor's Information

Please ensure you have entered your name, address and telephone numbers accurately.

Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information. Use a separate sheet of paper if you need more space and attach it to this form. If you are requesting personal information records, provide the name that should appear on them. Specify the time period for the records as precisely as possible, e.g. from 2008/07/21 to 2009/11/30.

Payment and Additional Fees

Cash and debit payments must be made in person. Make cheques and money orders should be payable to "Haldimand County".

Persons requesting access to records under the *Municipal Freedom of Information and Protection of Privacy Act* may be required to pay some of the costs incurred by Haldimand County for processing the request as set out in the Act and its regulations. Typical fee charges that may apply to a request are summarized below.

Fee charges for requests:

Search time	\$7.50 per each ¼ hour required to search and retrieve records
Record preparation	\$7.50 per each ¼ hour required to prepare records for release
Photocopying	\$0.20 per page
Computer programming information	\$15.00 per each ¼ hour if needed to develop program to retrieve information

Where Haldimand County requires outside services to assist in locating, retrieving, processing or copying paper or electronic records, the costs of these services can be passed on to the requester if the institution receives an invoice.

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay an initial deposit of 50%.