

Access/Correction Request

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (“MFIPPA”)

To submit a Freedom of Information (“FOI”) request, please see instructions on page 2 before filling out this form. Each separate request must be accompanied with the \$5.00 non-refundable application fee which can be paid online or via cheque/money order. **There is no application fee for a request to make a correction to your own personal information.**

If you would like to make an online payment, please visit our [Freedom of Information & Privacy](https://www.tdsb.on.ca/Community/Freedom-of-Information-Privacy/Freedom-of-Information-Process) (or at <https://www.tdsb.on.ca/Community/Freedom-of-Information-Privacy/Freedom-of-Information-Process>) website for instructions on the payment process.

A. Type of Request

- Access to General Records (non-personal information)
- Access to Own Personal Information
- Access to other’s personal information by authorized party
- Correction to Own Personal Information

B. Requester Information (To be completed by you/requester)			
Last Name:		First Name:	Middle:
Address: (Unit/Apt, Number, Street, P.O Box,)		City/Town	Province Country
Postal Code:	Telephone Number:	E-mail address:	
C. Detailed Description of Records or Correction Requested			
D. Time Period of Records			
From: (dd/mm/yyyy)		To: (dd/mm/yyyy)	

E. Signature		
Signature of applicant:		Date of Request:
E. Institution Use Only		
Date Received:	Date Due:	Request Number:

Personal information contained on this form is collected under legal authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O.1990, Chapter M.56 and will be used by Toronto District School Board (“TDSB”) for the purpose of responding to your access request. Questions regarding this collection can be directed to TDSB Freedom of Information and Privacy Office by phone at (416) 394-2344 or (416) 394-4455, by email at foi.privacy@tdsb.on.ca, or by mail at 5050 Yonge Street, 5th Floor, Toronto, ON M2N 5N8.

Instructions for Completing Access or Correction Request

Informal Access to Records held by TDSB

Records may be available to you without making a request under the *Municipal Freedom of Information and Protection of Privacy Act*. If you are unsure, contact TDSB Freedom of Information and Privacy Office by phone at (416) 394-2344 or (416) 394-4455, by email at foi.privacy@tdsb.on.ca, or by mail at 5050 Yonge Street, 5th Floor, Toronto, ON M2N 5N8 to determine if you need to make a formal FOI request using this form.

A. Type of Request

Put a checkmark or **X** beside the type of request you are making (note: records that do not contain personal information are general records.) TDSB is required to verify your identity before giving you access to your own personal information. If you are requesting records or information that contain your own personal information or personal information via a third party with consent, your proof of identity and proof of identify of an individual to whom personal information relates must be provided with your FOI request. Please note that the Ontario Health Card is not an acceptable piece of identification. If you are requesting another person’s records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order, written direction/authorization/consent).

B. Requestor’s Information

Please ensure you have entered the information accurately.

C. Detailed Description of Records or Correction Requested

- Provide as much detail as possible about the requested general records, personal information, other's personal information or correction of own personal information. If you require more space, please feel free to use a separate sheet of paper and attach it to this form.
- If you are requesting personal information records, provide the name that currently appears on the records.
- If you are requesting a correction of your own personal information records, describe the correction you want and provide any support documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with. **There is no fee for correction to your own personal information.**

D. Time Period of Request

Specify the time period for the records as precisely as possible, e.g., from 07/21/2008 to 12/31/2009.

E. Payment and Signature

Sign and date the application and ensure that payment is enclosed with the request or made online. You are not required to be a registered user to make payment. Simply sign in as a 'Guest' and follow the instructions on the screen. Please print out and attach a copy of your confirmation of payment receipt to this form prior to submitting. **Please note that TDSB will not process your FOI request unless the mandatory non-refundable application fee of \$5.00 has been paid and submitted along with the request.**

Schedule of Additional Fees (if required)

The following fees may be charged in response to the request for information:

- Search time: \$7.50 for each 15 minutes required to search and retrieve general records.
- Preparation: \$7.50 for each 15 minutes required to prepare general records for release
- Photocopying: \$0.20 per page
- Computer programming, \$15 for each 15 minutes needed to develop a program to retrieve information and CD's, \$10.00 for each CD.