

Application for Access/Correction to Records

The personal information provided on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection and about completion of the form should be directed to Durham College's Freedom of Information and Protection of Privacy Co-ordinator at 905.721.2000 ext. 3292.

Request for:		Return completed application and \$5.00 fee to:	
<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information		Office of the President Durham College Gordon Willey Building, A140 2000 Simcoe Street North Oshawa, ON L1H 7K4	
If request is for access to, or correction of, own personal information records: Last name appearing on records: <input type="checkbox"/> same as below or			
Details			
Last Name	First Name	Middle Name	
Address	City or Town	Province	
Postal Code	Telephone	Email Address	
<input type="checkbox"/> I would like notices and other communications provided in hard copy <input type="checkbox"/> I would like notices and other communications provided electronically			
Please provide a detailed description of requested records, personal information records or personal information to be corrected. (If requesting access to your own personal information, identify the record containing the personal information.)			

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Note: If you are requesting a correction of personal information, please indicate 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.

Signature

Date

For Durham College use only:

Request Number

Comments

Application Fee
 Cash Cheque Other