

Information Request Form

under the *Freedom of Information and Protection of Privacy Act*



The Humber College Institute of
Technology & Advanced Learning

NORTH CAMPUS, LRC
205 Humber College Blvd.
Toronto, ON M9W 5L7

Note: A \$5.00 application fee is required for all requests.
Please make cheques payable to: Humber College ITAL

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: Humber College ITAL c/o AVP Legal and Risk Management 205 Humber College Blvd. Toronto, ON M9W 5L7
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If request is for **access to**, or **correction of**, own personal information records:
Last name appearing on records same as below or: _____

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name: _____
First Name: _____	Middle Name: _____
Address: (Street/Apt. No./P.O. Box/R.R. No.) _____	City/Town: _____
Province: _____	Postal Code: _____
Telephone Number (Day): () _____	Telephone Number (Evening): () _____

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

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.

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature: _____	Date: _____
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For Institution Use Only		
Date Received:	Request Number:	Comments

Personal Information contained 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 the information collected should be directed to the Office of the Associate Vice-President, Administrative Services.