Access/Correction Request
Freedom of Information and Protection of Privacy

Request for:	Name of Institution request made to:
☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction of Own Personal Information **Applicable fees are attached below.**	**Town of East Gwillimbury** **19000 Leslie Street** **Sharon, ON L0G 1V0**

If request is for access to, or correction of, own personal information records:
Last Name Appearing on Records ☐ same as below or ►

Last Name:	First Name:	☐ Mr. ☐ Mx. ☐ Mrs. ☐ Ms.
Address (Street/Apt Number/PO Box/RR No.):		
City/Town:	Province:	
Postal Code:	Telephone (Day):	Telephone (Evening):
Cell:	Email (PRINT CLEARLY):	

Please provide a detailed description of the requested records, personal information records, or personal information that needs to be corrected.

Turn over page

Description continued:

(If request is related to a property) Are you the property owner? ☐ Yes ☐ No

Please specify the date range for the requested records:

From: (YYYY/MM/DD)

To: (YYYY/MM/DD)

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.

Department(s) relevant to this request (if known):

☐ Building

☐ Planning

☐ By-law Enforcement

☐ Engineering & Public Works

☐ Fire & Emergency Services

☐ Clerks/Legal & Legislative Services

☐ Other:

Preferred method of record delivery:	Signature:	Date:
☐ Receive E-mail Copy ☐ Receive Hard Copy		

Personal information is collected on this form under the authority of the *Municipal Act*, 2001, S.O. 2001, c. 25, s.8, s.11 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and will be used to process your request for access to records or correction of personal information. Your personal information will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). The information collected will be used by Town staff to contact you regarding your request, to clarify the scope of your request if necessary, and to facilitate the search for and disclosure of responsive records. Questions about this collection and use of your personal information may be directed to the Town of East Gwillimbury's Privacy and Information Coordinator at 905-478-4282, 19000 Leslie Street, Sharon, Ontario, L0G 1V0, or mfippa@eastgwillimbury.ca.