Access/Correction Request
Freedom of Information and Protection of Privacy

<table>
<thead>
<tr>
<th>Request for:</th>
<th>Name of Department request made to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Access to General Records</td>
<td>☐ Access to Own Personal Information</td>
</tr>
</tbody>
</table>
| ☐ Correction of Own Personal Information | ☐ Access to Own Personal Information |}

If request is for access to, or correction of, own personal information records please indicate if the last name appearing on records is:
☐ same as below or

### Personal Details of Requester:
- **Last Name:**
- **First Name:**
- **Middle Name:**
- **Mr.** ☐ **Mrs.** ☐
- **Ms.** ☐ **Miss** ☐

- **Address (Street/Apt. No./P.O. Box No./R.R. No.):**
- **City or Town:**
- **Province:**

- **Postal Code:**
- **Telephone Number(s):**
  - **Day Area Code:**
  - **Evening Area Code:**

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

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 record of personal information.

(Note: If you are requesting access to, or correction of, your personal information, please include your date of birth and identify the personal information bank or record containing the personal information, if known.)

### Preferred method of access to records
- ☐ Examine Original
- ☐ Receive Copy

**Signature:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

**EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY A $5.00 APPLICATION FEE**
(Payable by cheque or money order. Cheques should be made payable to Carleton University.)

All requests for personal information will require proof of identification before information can be released.

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information please contact the Privacy Office at phone: (613) 520-2600 ext. 2047, e-mail [University_Privacy_Office@carleton.ca](mailto:University_Privacy_Office@carleton.ca) or mail: 607 Robertson Hall Carleton University 1125 Colonel By Drive, Ottawa Ontario K1S 5B6. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.