

# Access to Information and Correction of Personal Information



## REQUEST FORM

Complete, print, and sign this form and mail to: Privacy Office, Queen's University, Mackintosh-Corry Hall, Suite F300, 68 University Avenue, Kingston ON, K7L 3N6. See Reverse for instructions on completing this form.

**Note:** a \$5.00 application fee, payable by cash or cheque, is required to process all requests. Make cheques payable to Queen's University.

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Request for:

- Access to General Records
- Access to Personal Information
- Correction of Personal Information

Preferred method of access:

- Examine original
- Receive a copy

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First Name

Middle Name

Last Name

Street Address

Apt/Unit

City

Province

Postal Code

E-Mail

Telephone

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Provide a detailed description of the records requested, or the personal information to be corrected (attach additional pages if needed)

Please provide a date or date-range related to the record(s), if known:

Signature \_\_\_\_\_

Date

Personal information on this form is collected under the authority of the Queen's University *Royal Charter, 1841*, and will be used to respond to your request. Any questions about this collection should be directed to the Privacy Officer: (613) 533-6095; Privacy Office, University Secretariat and Legal Counsel, Suite F300 Mackintosh-Corry Hall, Queen's University, 68 University Avenue, Kingston ON, K7L 3N6.

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## Instructions for Completing this Form

### Access to General Records

Be as specific as possible when describing the records you are requesting. Please provide the following information, if known:

1. A date, or date-range, associated with the record(s) you are requesting
2. The department in which the records are kept
3. Any information that will assist in locating the record

### Access to Personal Information

When requesting access to your own personal information, be sure to include:

1. Your full name and any other names you may have previously used
2. Any identifying numbers you have associated with the University (e.g. Queen's University student number or employee number)
3. If requesting the information on behalf of somebody else, you must provide proof of your authority to act for that individual

### Correction of Personal Information

State the desired correction and, if appropriate, provide supporting documentation. In the event that the correction is not made, we will notify you and you may require that a statement of disagreement be attached to your personal information.

### Cost of Your Request

Retrieving records takes time. The more specific your request is the more efficiently we will be able to respond. The University charges the fees prescribed under the *Freedom of Information and Protection of Privacy Act*. Some examples of charges include:

1. Time spent searching for records
2. Time spent preparing records for disclosure
3. Time spent developing queries for database searches

A detailed list of the fees prescribed under the *Act* is available on our website: [queensu.ca/accessandprivacy/fees](http://queensu.ca/accessandprivacy/fees)

If the fee associated with your request is expected to be \$100.00 or more, we will provide you with a fee estimate. A 50% deposit is required on all fees estimated to be \$100.00 or more before we will process your request.