



ACCESS TO INFORMATION REQUEST FORM

The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by Section 4(c) of the *Protection of Privacy Act*. For questions about the collection of personal information, contact the Access & Privacy Coordinator at privacy@oldscollege.ca or by telephone at 403-559-7474.

See instructions below for completing this form.

About you	Title	First Name	Last Name		OFFICE USE ONLY
	Name of Company or Organization (if applicable)				
	Mailing Address				
	City/Town/Village	Province	Postal Code		
	Telephone Number (daytime)		Telephone Number (evening)		
	Email Address				

About your request	What kind of information do you want to access? <input type="checkbox"/> General Information (an initial fee of \$25.00 is required) <input type="checkbox"/> Your own personal information (no initial fee is required)
	Do you want to: <input type="checkbox"/> receive a copy of the record? OR <input type="checkbox"/> examine the record?

About the information you want to access	What records do you want to access? Please give as much detail as possible <ul style="list-style-type: none"> • If you are requesting accessing to your own personal information, please include all previous names and/or other identifying information such as student id number • If you are requesting accessing to another person's information, you must attach proof that you can legally act for that person
	What is the time period of the records? Please provide specific dates (see instructions for details).

Your Signature	Signature	Date

Where to send your request	Send your completed request form to the Olds College Access & Privacy Coordinator at privacy@oldscollege.ca . If an initial fee is required, the Access & Privacy Coordinator will contact you to provide instructions for making payment.
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You can access many public body records without making a request under the *Access to Information Act*. To determine whether you need to make a request under the Act or if you need help completing the form, please contact the Olds College Access & Privacy Coordinator.

How to make a request

To obtain access to a record, a request must:

- Be in writing;
- Be submitted to Olds College if you believe it has custody or control of the record;
- Provide enough detail to enable the Olds College to locate and identify the record within a reasonable time with reasonable effort; and
- Be accompanied by a fee where a fee is required under the Act.

Olds College will respond to the request within 30 business days from receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

About you

In this part of the form enter:

- Your last name, first name and preferred title, if any;
- The name of the company or organization you are representing (if applicable)
- Your complete mailing address and contact information so that Olds College can contact you about the request;
- An e-mail address, if any, where correspondence may be sent.

About your request

If you need help to find out what records Olds College has, contact the Access & Privacy Coordinator.

1. What kind of information do you want to access? check general of personal information

A request for general information is information other than your own personal information. For example, it would include information about a third party.

- There is an initial fee of \$25.00.
- Contact the Access & Privacy Coordinator to make arrangements for payment of the initial fee. Do not include your credit card information on the Access to Information Request Form.
- Additional fees may apply. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
- The records are provided when the fee is paid in full.

A request for personal information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information or for the personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

Continuing request

You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years. Contact the Access & Privacy Coordinator of Olds College if you are making a continuing request.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

2. Do you want to receive a copy of the record or examine the record?

Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

About the information you want to access:

1. What records do you want to access?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and attach it to the request form.

If requesting your own personal information, give:

- Your full name;
- Any other names that you have previously used; or
- Any identifying number that relates to your records (i.e., student identification number)

If requesting another person's information, give:

- The person's full name;
- Any other name that person may have used on the records;
- Any identifying numbers for the person (if you know them);
- Proof that you have authority to act for that period (e.g., guardianship or trusteeship order; power of attorney; consent)

2. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access (e.g., if you want records for the period January 1, 2025 - April 30, 2026 or if you want records from January 1, 2026 to present etc.)

Your signature

Sign and date the form.

Where to send your request

Send your completed form to:

Olds College - DMP 145
4500 - 50 Street
Olds, Alberta T4H 1R6
Attention: Access & Privacy Coordinator
privacy@oldscollege.ca