



Access/Correction Request
Freedom of Information and Protection of
Privacy
Dufferin County

Request for: <input type="radio"/> Access to General Records <input type="radio"/> Access to Own Personal Information <input type="radio"/> Correction of Own Personal Information	Institution request made to: County of Dufferin 55 Zina Street Orangeville, Ontario L9W 1E5
--	---

If request for access to, or correction of own personal information records:

Last name appearing on records: same as below **or** →

Details:	
Last name: <input type="text"/>	First name: <input type="text"/>
Middle name: <input type="text"/>	<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Miss
Address: <input type="text"/>	
City: <input type="text"/>	Province: <input type="text"/> Postal Code: <input type="text"/>
Day phone: <input type="text"/>	
Evening phone: <input type="text"/>	

Detailed description of requested records, personal information records, 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 personal 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="radio"/> Examine Original	<input type="radio"/> Receive Copy
Signature: _____		
Date: <input style="width: 80%;" type="text"/>		
For Institution Use Only:		
Date Received: <input style="width: 25%;" type="text"/>	Request Number: <input style="width: 50%;" type="text"/>	
Comments: <input style="width: 100%; height: 40px;" type="text"/>		

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy Legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.

Review of Fees _____ (initial)

Municipal Freedom of Information and Protection of Privacy Act
SCHEDULE OF FEES

Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.M.56 as amended and Regulation 823 as amended to O.Reg 480/97 stipulates the following fee schedule:

Fees

- Application Fee **\$ 5.00**
(payable at time of submission of application)
- Photocopies and Computer printouts **\$ 0.20 per page**
- Floppy Disks **\$ 10.00 per disk**
- Manually searching a record **\$ 7.50**
(for each 15 minutes spent by any person)
- Preparation of Record for disclosure **\$ 7.50**
(for each 15 minutes spent by any person including severing a part of the record)
- Developing a computer program or other method of producing a record from machine readable record **\$ 15.00**
(for each 15 minutes spent by any person)

The costs, including computer costs, that the institution incurs in locating, retrieving processing and copying the record if those costs are specified in an invoice that the institution has received

If an estimate of an amount payable under the *Act* is **\$100.00** or more, the County of Dufferin may require a deposit of 50% of the estimate before taking any further steps to respond to the request.

Appealing a Decision

- Appeal of access to general information **\$ 25.00**
- Appeal of access to personal information **\$ 10.00**
- Request for correction of personal information . **\$ 10.00**