FIPPA Request Form  
under the Freedom of Information and Protection of Privacy Act

Request to Brock University for:  
- Access to general records (non-personal information)  
- Access to your own personal information  
- Access to another individual’s personal information with the individual’s consent (please attach copy of consent)  
- Correction to your own personal information

Preferred method of access to records:  
- Receive copy  
- Examine original (on site only)

Requester’s Contact Information:  
- Ms.  
- Mrs.  
- Miss  
- Mr.  

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Address: (Street/Apt. No./P.O. Box/R.R.No.)</th>
<th>City/Town:</th>
<th>Province:</th>
<th>Postal Code:</th>
<th>Home phone #:</th>
<th>Business/Mobile Phone #:</th>
<th>Email address:</th>
</tr>
</thead>
</table>

Details of Information Requested:  
Detailed description of requested records, personal information or personal information to be corrected. (Please name department or identify records containing the information, if known.)

________________________________________________________________________________________________
________________________________________________________________________________________________
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________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Time period of the records:  
From (yyyy/mm/dd)  
To (yyyy/mm/dd)

Payment and Signature:  
$5 application fee:  
- Cheque (to ‘Brock University’)  
- Cash  

<table>
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<tr>
<th>Signature:</th>
<th>Date:</th>
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For Brock University’s Use Only:  
Date Received:  
Request Number:  
Comments:

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used for the purpose of responding to your request. Direct any questions about this collection to the Freedom of Information and Privacy Co-ordinator at Brock University at (905) 688-5550, ext. 5380 or see www.brocku.ca/university-secretariat/freedom-information-protection-privacy.

Nov 06/14