

**Access or Correction Request under Ontario's
 Freedom of Information and Protection of Privacy Act (FIPPA)**

Notice of Fee: A \$5.00 fee is required to submit an Access Request. Further fees shall be assessed as required. Further information about making a request be found on the [Privacy Office webpage](http://www.wlu.ca/privacy) at wlu.ca

Please check what box the request is for:

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

If the request is related to your own personal information records and the name is different from the name below, please indicate the name on the records:

Requestor's Information

First Name:	Last Name:
e-mail address (optional):	
Address (Street, Apt #, PO Box, RR #):	
City and Province:	Postal Code:
Contact Phone Number:	

Check the preferred method to access records:

- Examine original
- Receive Hard Copy
- Receive Electronic Copy

Describe below or attach a separate detailed description of the 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 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.

Requestor's Signature:

Date:

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 University's Privacy Office at privacy@wlu.ca