



Request for Information and Records

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

A \$5.00 application fee is required for all requests. Cheques and money orders must be made payable to "Haldimand County". Please direct requests together with payment to the **Information and Privacy Coordinator**.

Request for:

Access to general records
Access to own personal information

Name of Institution request made to:

Haldimand County
53 Thorburn Street South
Cayuga, ON N0A 1E0

Requester Information:

First Name:

Last Name:

Telephone:

Email:

Address:

I consent to the use of the information provided here for the purposes of processing this request and contacting me with regards to this request.

I understand that I can withdraw my consent at any time by notifying Haldimand County.

In the space below, in as much detail as possible, provide a description of the information and/or records you wish to access, including the time period for the information:

Preferred format to receive requested records:

Paper copy (mailed or picked up)
Electronic copy (Secure PDF)

Personal Information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection may be directed to the Information and Privacy Coordinator at 905-318-5932 or

foi@haldimandcounty.on.ca.

Instructions for Completing a Request for Information and Records

Informal Access to Records

Many records of public institutions are available to you without making a request under the *Municipal Freedom of Information and Protection of Privacy Act*. Contact Haldimand County's Information and Privacy Coordinator to determine whether you need to make a formal request.

Type of Request

Check the box that indicates what you are requesting (records that do not contain personal information are general records).

The Information and Privacy Coordinator is required to verify your identity before giving you access to your own personal information.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

Requester's Information

Please ensure you have entered your name, address, email address and telephone numbers accurately.

Description of Records or Correction Requested

Provide as much detail as possible about the requested records. Use a separate sheet of paper if you need more space and attach it to this form. If you are requesting personal information records, provide the name that should appear on them. Specify the time period for the records as precisely as possible, e.g. from 2008/07/21 to 2009/11/30.

Payment and Additional Fees

Cash and debit payments must be made in person. Make cheques and money orders should be payable to "Haldimand County".

Persons requesting access to records under the *Municipal Freedom of Information and Protection of Privacy Act* may be required to pay some of the costs incurred by Haldimand County for processing the request as set out in the Act and its regulations. Typical fee charges that may apply to a request are summarized below.

Fees for requests:

Search time	\$7.50 per each ¼ hour required to search for and retrieve records and information
Preparation time	\$7.50 per each ¼ hour required to prepare records and information for release
Photocopying/printing	\$0.20 per page
Computer programming	\$15.00 per each ¼ hour required to develop a program to retrieve information and records

Where Haldimand County requires outside services to assist in locating, retrieving, processing or copying paper or electronic records, the costs of these services can be passed on to the requester if the institution receives an invoice.

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay an initial deposit of 50% of the estimate.