



**SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD**

SMCDSB FOI Request Form

Under the Municipal Freedom of Information and Protection of Privacy Act

Please Note: A \$5.00 application fee is required for all requests.
Please make payment out to: **Simcoe Muskoka Catholic District School Board**

Mail Request Form and Application Fee to:

Attention: Privacy Office
46 Alliance Blvd. Barrie ON, L4M 5K3

Request for:

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

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

Last name appearing on records: ☐ Same as below ☐ Different than below: _____

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss Address (Street/Apt. No., Unit No.): _____

First Name: _____

Middle Name: _____ City/Town: _____

Last Name: _____ Province: _____ Postal Code: _____

Telephone Number: () _____ - _____ Email: _____

Detailed description of requested records, personal information 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. In addition, please indicate the desired correction, and if appropriate, attach any supporting documentation.)

Preferred method of access to records:

- ☐ Examine Original
- ☐ Receive copy - Method: ☐ Hard Copy ☐ Emailed Copy

Signature: _____

Date: ____/____/____
Day Month Year

For Internal SMCDSB Use Only

Date Received: ____/____/____
Day Month Year

File No:

Initial Communication: ☐ Email ☐ Telephone

Date of Initial Communication: ____/____/____
Day Month Year

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/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 should be directed to the Research, Information and Privacy Officer at privacyoffice@smcdsb.on.ca.