



Freedom of Information Coordinator  
 George Brown College  
 P.O. Box 1015, Station B, Toronto, ON M5T 2T9

privacy@georgebrown.ca

Website www.georgebrown.ca/fipa.aspx

**Freedom of Information Request Form (page 1 of 3)**

This request form should be submitted to the George Brown College's Freedom of Information Coordinator. Please note that a \$5.00 application fee is required for all requests (cheque made payable to George Brown College).

**Request For:**     Access to General Records     Access to Own Personal Information     Correction to Own Personal Information

Mr.     Mrs.     Ms.     X

First Name: \_\_\_\_\_

Address: (Street/Apt. No./P.O. Box/R.R. No.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Province: \_\_\_\_\_

Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone (Day):    (    ) \_\_\_\_\_

Telephone (Evening): (    ) \_\_\_\_\_

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

Last name appearing on records is  same as below, or is \_\_\_\_\_

To help us locate your records, please indicate the relationships you have or have had with George Brown College (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Student (former or current)                                      | <input type="checkbox"/> Employee (former or current) |
| <input type="checkbox"/> Alumnus  | <input type="checkbox"/> Volunteer                    |
| <input type="checkbox"/> College Donor  | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> College Associations, Teams, Clubs which may have records: _____ |   |

**Preferred method of access to records:**     Receive A Copy     Examine Original At College Location

**Signature:** \_\_\_\_\_    **Date:** \_\_\_\_\_

Personal Information contained on this form is collected pursuant to the 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 Freedom of Information Coordinator for George Brown College.



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### Freedom of Information Request Form (page 2 of 3)

This request form should be submitted to the George Brown College's Freedom of Information Coordinator. Please note that a \$5.00 application fee is required for all requests (cheque made payable to George Brown College).

Page 2 Identifier: Requester Name: \_\_\_\_\_

Provide a detailed description of the requested records, personal information or personal information to be corrected. If you are requesting non-personal information, please provide the date period of the records you wish to access (e.g., records from 1995 to 2002). 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.



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### Freedom of Information Request Form (page 3 of 3)

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#### For George Brown College Use Only

Date Received	Request Number	Comments
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George Brown College collects personal information under the authority of the Ontario Colleges of Applied Arts and Technology Act and in accordance with the Freedom of Information and Protection of Privacy Act. The College collects personal information for the purposes of administering its statutory objects and powers, programs, activities, and to carry out other services and functions. The College will secure personal information securely and use it for such purposes as set out in the George Brown **Notice of Collection**. If you have any questions about the collection, use, and disclosure of personal information at the College, please visit the George Brown College **Privacy Policy** page. You may also contact the Privacy Office via email at [privacy@georgebrown.ca](mailto:privacy@georgebrown.ca).