



Records may already be available to you without making a formal request under the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Refer to the Ontario Arts Council (OAC) website for publicly available information.

**A. Type of Request**

- Access to general records (non-personal information)       Access to other's personal information by authorized party  
 Access to your own personal information                       Correction of own personal information

**B. Requester's Information**

Last Name		First Name		Middle Initial
Organization Name (if applicable)			Email	
Unit/Apt. #	Street #	Street Name		PO Box
City/Town/First Nation	Province	Postal Code	Main Telephone #	Alternate Telephone #

Are you filling in this request as:

- A member of the public (individual)                       An academic/researcher                       The government (any level)  
 An agent/individual on behalf of another individual       An association/group                               Other  
 A business (private sector)                                       A representative of media

**C. Details of Records Sought or Correction Requested**

Description of Requested/Corrected Information:

Time Range of the Records Requested:	Method of Access Preferred:		
<table border="1"> <tr> <td>Start Date (yyyy/mm/dd)</td> <td>End Date (yyyy/mm/dd)</td> </tr> </table>	Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)	<input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine the documents on-site at the OAC office
Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)		

**D. Payment and Signature**

\$5.00 Application Fee: <input type="checkbox"/> Cheque <input type="checkbox"/> Cash (in person only)	Signature	Date (yyyy/mm/dd)
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*Personal information on this form is collected under s. 38 (2) FIPPA and will be used to answer your request. This form will be kept for 6 years from the date the case file closes. Once completed, this form has a sensitivity level of medium.*

**Questions? Please contact OAC's Freedom of Information (FOI) Coordinator at [FOI\\_AI@arts.on.ca](mailto:FOI_AI@arts.on.ca)**

**E. OAC FOI Office Use Only**

Date Received (yyyy/mm/dd)	Request Number	Comments
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## INSTRUCTIONS

If you decide to submit a formal request or correction to information under *FIPPA* you will need to complete the form on page 1. Please see below for details relating to each section on the form.

### A. Type of Request

Check the box that indicates what you are requesting. Please note: general records do not contain personal information.

The FOI 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).

### B. Requester's Information

In this area you will enter your contact information and identify the category that best describes you as a source requesting this information. Please double check that all information in this area is captured accurately before submitting your form.

### C. Details of Records Sought or Correction Requested

In the description of requested/corrected information provide as much detail as possible regarding the general records, personal information and/or correction of personal information. You may use a separate sheet of paper if you need more space to describe the records; be sure to attach this to your form.

If you are requesting personal information records, provide the name that should appear on them.

In the time range of the records requested area specify the time period for the records as precisely as possible, e.g. 2010/02/18 to 2011/07/14.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

Under the "method of access preferred" area you will need to check a box to indicate whether you want to examine the documents on-site at OAC's Toronto office or receive copies.

### D. Payment and Signature

A \$5.00 application fee is required to successfully submit a formal request under *FIPPA*. Requests cannot be processed without an application fee payment.

In the payment area you will need to check the box that applies to your payment method. You may choose to pay in cash (in person at the OAC office only), or by enclosing a cheque made payable to the "Ontario Arts Council" with your request. Please note: OAC reserves the right to add a service charge of \$25.00 for cheques with non-sufficient funds.

You must sign and date the signature section and then submit the physical (printed) form either by mail or in person to the FOI Coordinator at OAC.

### E. OAC FOI Office Use Only

This area of the form is for office use only; please leave it blank when you submit your request.