



Access to Information Request Form

The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). For questions about the collection of personal information, contact the Sturgeon County Access and Privacy Advisor by email at accessandprivacy@sturgeoncounty.ca, or by telephone at (780) 939-1306.

See instructions below for completing this form.

About you	Last Name:		First Name:		
	Name of Company of Organization (if applicable):				
	Mailing Address:				
	City/Town/Village:		Province:	Postal Code:	
	Daytime Phone Number:		Evening Phone Number:		
	Email:				

About your Request	1. What kind of information do you want to access?	<input type="checkbox"/> General information (an initial fee of \$25 is required-see instruction for explanations of fees.) <input type="checkbox"/> Your own personal information (no initial fee is required for personal information.)
	2. Do you want to:	<input type="checkbox"/> Receive a copy Or <input type="checkbox"/> Examine the record

About the information you want to access	1. What records do you want to access?	Please give as much detail as possible. If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.
	2. What is the time period of the records?	Please give specific dates (see instructions at the end of the form for details).

Eliminations (see the following page for instructions)	<input type="checkbox"/> Duplicate records
	<input type="checkbox"/> Draft records
	<input type="checkbox"/> Records subject to solicitor/client OR
	<input type="checkbox"/> Litigation Privilege
	<input type="checkbox"/> Email records which are duplicated in the final longest string
	<input type="checkbox"/> Records containing third-party business and/or personal information

Your signature	Signature:	Date:
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Send your completed request form, and initial fee if applicable, to the Sturgeon County Access and Privacy Advisor, at accessandprivacy@sturgeoncounty.ca.

FOR OFFICE USE ONLY		
Date Received	Click or tap to enter a date.	Request Number
		Comments

Access to Information Request Form

You can access many public body records without making a request under the *Access to Information Act* (ATIA). To determine whether you need to make a request under the Act, or if you need help completing the form, contact the Sturgeon County Access and Privacy Advisor at accessandprivacy@sturgeoncounty.ca or (780) 939-1306.

How to make a request

To obtain access to a record, a record must:

- be in writing;
- provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under this Act.

Sturgeon County should respond to the request within 30 business days from receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

About you

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and contact information so that the public body can contact you about the request;
- an e-mail address, if any, where correspondence maybe sent.

About your request

If you need help to find out what records Sturgeon County has, contact the Access and Privacy Advisor.

1. What kind of information do you want to access?

Check general or personal information.

A request for general information is information other than your own personal information (see below). For example, it would include information about a third party

- There is an initial fee of \$25.00
- Make the cheque payable to Sturgeon County, or contact the Access and Privacy Advisor to pay by credit card.
- Additional fees may apply, if the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
- The records are provided when the fee is paid in full.

A request for personal information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information or for personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

Eliminations

You may wish to refine your request by eliminating certain types of records to ensure a more efficient and manageable response. The following categories of information could be excluded:

- Duplicate records
- Draft version of records
- Emails that are fully captured within the final, longest email thread
- Records that are subject to solicitor-client or litigation privilege
- Records containing third-party business or personal information

Refining your scope in this way may help reduce the volume of records and associated processing time.

Continuing request

You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years. Contact the Access and Privacy Advisor if you are making a continuing request.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

2. To which area of the public body are you making your request? Enter the name of the County department that you believe has the records that you are requesting.

3. Do you want to receive a copy of the record or examine the record? Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

About the information you want to access

1. What records do you want to access?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate word document and attach it to this request form.

If requesting your own personal information, give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

2. What is the time period of the records? Enter the specific dates or date ranges of the records you want to access (e.g. if you want records for the period January 1, 2023 to August 31, 2024 or you want records from January 2024 to present etc.)

Your signature Sign and date the form.

Where to send your request Send your completed form, and initial fee if applicable, to the Access and Privacy Advisor at accessandprivacy@sturgeoncounty.ca.