

Board of Education of School District No. 37 (Delta)

Freedom of Information and Protection of Privacy Act

REQUEST TO ACCESS RECORDS

INSTRUCTIONS:

To make a request under the Freedom of Information and Protection of Privacy Act ("Act") for access to records within the custody or control of the Board of Education of School District No. 37 (Delta), please complete the information set out below and submit it to the Privacy Office at the School District:

by email at privacy@deltaschools.ca or by mail to 4585 Harvest Drive Delta BC V4K5B4

Questions about how to submit a request may be directed to the Privacy Officer.

- Requests are ordinarily processed within 30 business days as required under the Act, but timelines may be extended in some circumstances and where permitted by the Act.
- You are not required to provide a mailing address, but if you decide not to do so, please provide us with information about how and where you would prefer the records to be delivered to you.
- Persons requesting copies of their own personal information may be asked to provide proof of identity before records will be released. Likewise, if you are making a request for personal information on behalf of another person, please ensure you enclose a written authorization from the individual whose information you are requesting.
- Access requests may be subject to fees in accordance with the Act. If the School District decides to levy fee, we will provide you with an estimate of the fees before responding to your request.

YOUR NAME OR NAME OF THE ORGANIZATION MAKING THE REQUEST**YOUR ADDRESS**

Street, Apt. #; P.O. Box #; RR #

City / Town

Province/Country

Postal Code

YOUR TELEPHONE / EMAIL

Day Phone No.

Alternate Phone No.

EMAIL

DELIVERY INSTRUCTIONS**DETAILS OF REQUESTED INFORMATION**

I am requesting access to the following personal information:

[Please describe the record(s) you are requesting. Be as specific as possible as this will assist the request process. You may attach a letter if you wish.]

Signature: _____

Date: _____