

Instructions For Completing An Access Request

Informal Access to Records:

Many records of public institutions are available to you without making a request under the Freedom of Information and Protection of Privacy Act. Contact the Freedom of Information and Privacy (FOIP) Coordinator at the institution that holds the records to determine whether you need to make a formal request.

Type of Request:

Check the box that indicates what you are requesting (records that do not contain personal information are general records.)

The FOIP 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 (eg., power of attorney, guardian, or trusteeship order).

Requester's Information:

Please ensure you have entered your name, address, and telephone numbers accurately.

Description of Records or Correction Requested:

Provide as much detail as possible about the requested general records, own personal information, or other's personal information. Use a separate sheet of paper if you need more space and attach it to this form.

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

Specify the time period for the records as precisely as possible, e.g., from 2008/07/21 to 2009/11/30.

Check a box to indicate whether you want to examine original documents (which may only be done on-site) or receive copies.

Payment and Signature:

A \$5 application fee is required. Cash payments must be made in person.

Make cheques payable to St. Francis Memorial Hospital.

Sign and date the form and mail it or submit it in person to the institution that holds the records.

St. Francis Memorial Hospital
Attention: Freedom of Information Coordinator
7 St. Francis Memorial Drive
Box 129
Barry's Bay, Ontario
K0J 1B0
613-756-3044 ext 242