



Access/Correction Request

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**
 Personal Health Information Protection Act (PHIPA)

Return completed application to: The Regional Municipality of Durham
Corporate Services Department, Legislative Services Division
605 Rossland Road East, Level 1, P.O. Box 623
Whitby, ON L1N 6A3

Please include a \$5 application fee in the form of a cheque or money order, payable to the Region of Durham.

Request:

- Access to general information Access to own personal information Correction of own personal information
-

Requester information:

Last name: _____ First name: _____

Address: _____

City: _____ Postal code: _____

Telephone number (day): _____ Telephone number (evening): _____

Email: _____

Request description:

Please provide a detailed description of requested general records, personal information or personal information to be corrected.

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.

Preferred method of access to records:

- Examine original
 - Receive copy
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Substitute decision maker information (if applicable):

A substitute decision maker is a person who makes decisions on your behalf when you become incapable of making them yourself. The substitute decision maker must follow your known wishes unless it is impossible to do so, in which case the substitute decision maker is required to act in your best interest.

Last name: _____ First name: _____

Address: _____

City: _____ Postal code: _____

Telephone number (day): _____ Telephone number (evening): _____

Email: _____

Signature:

Signature of requester: _____

Date: _____

Personal information contained on this form is collected pursuant to MFIPPA and PHIPA and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Corporate Services Department, Legislative Services Division, Regional Clerk/Director of Legislative Services, 605 Rossland Road East, Level 1, P.O. Box 623, Whitby ON L1N 6A3 telephone number 905-668-7711 or 1-800-372-1102.

Institution use only

Comments: