

REQUEST TO ACCESS INFORMATION

General or personal information: <input type="checkbox"/> General information (please include the initial fee of \$25; cheque or money order must be made payable to Bow Valley College) <input type="checkbox"/> Your personal information (no initial fee is required)		School(s)/Department(s) holding requested record(s), if known:	
Details:			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		Last Name	First Name
Name of company or organization (if applicable)			
Mailing Address			
City/Town		Province	Postal Code
Phone (home)	Phone (cell)	Fax	Email
Provide a detailed description of the requested records or personal information, including the time period (specific dates) of the records. Please attach additional pages if more space is required.			
Preferred method of access to records: <input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy			
Signature:		Date:	
Please send your request to the Access and Privacy Officer, Bow Valley College, 345 – 6th Avenue SE, Calgary, Alberta, Canada, T2G 4V1 or by email to privacy@bowvalleycollege.ca A request for access to general information is considered complete when the Access and Privacy Officer has received both a fully completed Request to Access Information form and the \$25 application fee.			
For Bow Valley College Use Only			
Request/File Number:	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Request Received:
The personal information on this form is collected under the authority of section 4 (c) of the <i>Protection of Privacy Act</i> , Alberta (POPA), and will be used to assess and process your request. Please direct any questions about this form or the collection, use or disclosure of your personal information to the College's Access and Privacy Officer at privacy@bowvalleycollege.ca .			

INSTRUCTIONS ON COMPLETING THE REQUEST TO ACCESS INFORMATION FORM.

1. **General or personal information:** Provide information on the kind of information you want to access. Check general or personal information.

- a. General information is information other than personal information (see below). For example, it would include information about a third party.
 - i. **There is an initial \$25 fee; please make the cheque or money order payable to Bow Valley College.**
 - ii. We will provide you with an estimated cost before processing begins. If the total cost of processing your request is more than \$150, you will be asked to pay a 50% deposit. The records are provided when the fee is paid in full.
- b. Personal information is your personal information or the personal information of an individual you are entitled to represent.
 - i. You must provide proof of your identity before your personal information records are released to you.
 - ii. If you are requesting records for someone else, you must prove that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
 - iii. There is no initial fee for accessing your personal information.
 - iv. If photocopying costs are more than \$10, you will be notified of the fee.
- c. A continuing request is the same request processed repeatedly at predetermined time intervals over a period of up to 2 years. The initial fee for a continuing request is \$50. You must pay any additional costs as the information becomes available.

2. **Details:** Include your full name and contact information. Be as specific as possible in describing the records you wish to access. If you need more space, continue your

description on a separate sheet of paper and attach it to the request form. If requesting your personal information, provide:

- a. your full name;
- b. any other names that you have previously used; and
- c. any identifying number relating to the records, such as your student number.

If requesting another person's information, provide:

- a. the person's full name;
- b. any other name that person may have used on the records; and
- c. any identifying numbers for the person if you know them.

If you are requesting records for another person, you must attach proof that you have the legal authority to act for that person.

Provide the specific dates or date ranges of the records you want to access. (e.g. if you want records for the period January 1, 2020 to August 31, 2024, enter those dates. If you want records from August 2023 to present, enter "August 2023 to present.")

3. **Preferred method of access:** Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.
4. **Signature:** Sign and date the form and send the completed form and initial fee (if applicable) to the College's Access and Privacy Officer.