



THE CORPORATION OF THE TOWNSHIP OF TAY

**450 Park St., P.O. Box 100
Victoria Harbour, ON
L0K 2A0**

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF
PRIVACY ACT (MFIPPA) ACCESS OR CORRECTION REQUEST FORM**

Please note:

- An access or correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date that both the request and the **mandatory \$5.00 application fee** are received.
- If paying by cheque, please make payable to the "Township of Tay".
- Photocopies of originals will be provided to the Requester. If the Requester prefers to view the originals, this can be arranged on-site as required.

Part A: To be Completed by the Requester		
Access to General Records	<input type="checkbox"/>	Directed to: Municipal Clerk Tay Township 450 Park Street P.O. Box 100 Victoria Harbour, ON L0K 2A0 clerk@tay.ca
Access to Own Personal Information	<input type="checkbox"/>	
Access to Other's Personal Information by Authorized Party	<input type="checkbox"/>	
Correction of Own Personal Information	<input type="checkbox"/>	
Requester Details		
Last Name		First Name
Company Name (if applicable)		
Street	City	Province
Postal Code	Home/Business Phone No.	Mobile Phone No.
Email Address		

Instructions for Completing the Access of Correction Request

Informal Access to Records

Many records of public institutions are available to you without making a request under the *Freedom of Information Act* or the *Municipal Freedom of Information and Protection of Privacy Act*. Contact the Municipal Clerk of Tay Township to determine whether you need to make a formal request.

A. Type of Request

Check the box that indicates what you are requesting. Records that do not contain personal information are general records. Requesting information about yourself is considered a personal information request.

The Municipal Clerk 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 (e.g., power of attorney, guardian, or trusteeship order).

B. Requester's Information

Please ensure you have entered your name, address, telephone number, and email (if applicable) accurately.

C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information, or correction of own 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.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

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

D. Payment and Signature

A \$5.00 application fee is required. Cash payments must be made in person. Cheques are to be made payable to the Township of Tay. Requesters must sign and date the form and can submit via mail, in-person, or by email (clerk@tay.ca)