

# Request to Access Information

*(Freedom of Information and Protection of Privacy Act)*

Information	
<p>Personal Information on this form is collected under Alberta's Freedom of Information and Privacy Act and will be used to respond to your request. Please read the instructions on the reverse of this form. For more information, contact the FOIP Coordinator by phone at 403-933-4348, by email at <a href="mailto:vernas@diamondvalley.town">vernas@diamondvalley.town</a> or at the mailing or office address listed above.</p>	
Your contact information:	
Name:	
Company or Organization (if applicable):	
Phone (daytime):	Alternate Phone:
Physical Address:	
Mailing Address (if different than above):	
Email:	Fax:
Your request:	
<p><b>1. What kind of information are you requesting access to?</b></p> <p><input type="checkbox"/> General information (<i>an initial fee of \$25 is required – see instructions for explanation of fees</i>)</p> <p><input type="checkbox"/> Personal information about yourself (no initial fee is required for personal information).</p>	
<p><b>2. The public body to which you are making this request is the Town of Diamond Valley.</b></p>	
<p><b>3. Do you want to:</b></p> <p><input type="checkbox"/> Receive a copy of the record or</p> <p><input type="checkbox"/> Examine the record</p>	
About the information you want to access:	
<p><b>1. What records do you want to access? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person)</b></p>	
<p><b>2. What is the time period of the records? Please give specific dates.</b></p>	
Agreement	
<p>The information contained in this form is being collected under the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any concerns or questions regarding FOIP, please contact the FOIP coordinator at <a href="mailto:vernas@diamondvalley.town">vernas@diamondvalley.town</a> or 403-933-4348.</p> <p><b>I confirm the information provided is true and accurate to the best of my knowledge.</b></p>	
Name (print):	
Signature:	Date:
Administration use only:	
Date Received:	Request Number:
Comments:	

# Request to Access Information Instructions

You can access many public body records without making a request under the Freedom of Information and Protection of Privacy Act (the FOIP Act). To determine whether you need to make a request under the Act or if you need help completing the form, contact the FOIP Coordinator by phone at 403-933-4348 or email [vernas@diamondvalley.town](mailto:vernas@diamondvalley.town).

## **About you**

In this part of the form enter:

- your first and last name
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about the request;
- a fax number or email address, if any, where correspondence may be sent.

## **About your request**

If you need help to find out what records a public body has, contact the FOIP Coordinator.

### **1. What kind of information do you want to access?**

Check **General** or **Personal** information.

**General information** is information other than personal information (see below). For example, it would include information about a third party.

There is an initial fee of \$25.00.

**Do not include your credit card information in the mail or fax.**

The public body provides you with an estimated cost before processing begins. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.

The records are provided when the fee is paid in full.

**Personal information** is your own personal information or the personal information of an individual you are entitled to represent. You must provide proof of your identity before records containing your personal information are released to you.

There is no initial fee for accessing your own personal information.

If the cost of photocopying is more than \$10, you will be notified of the fee.

If you are requesting records for another person, you must provide proof that you have authority to act for that person (*ie. guardianship or trusteeship order, power of attorney*).

### **Continuing request**

This is a single request that is processed more than once at predetermined time intervals over a period of up to 2 years.

Contact the FOIP Coordinator at the Town Office if you are making a continuing request.

The initial fee is \$50.00.

*You may be required to pay any additional costs as the information becomes available.*

### **2. To which public body are you making your request?**

Enter the name of the public body that you believe has the records that you are requesting.

### **3. Do you want to receive a copy of the record OR examine the record?**

Check the appropriate box indicating whether you want to receive a copy of the record *or* examine the record.

## **About the information you want to access**

### **1. What records do you want to access?**

Be as specific as possible in describing the records.

If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

#### **If requesting your own personal information, give:**

your full name, any other names that you have previously used and any identifying number that relates to the records, such as your employee number, case number or other identification number.

#### **If requesting another person's information, give:**

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

#### **If you are requesting records for another person, you**

**will have to provide proof that you have authority to act for that person.**

### **2. What is the time period of the records?**

Enter the specific dates or date ranges of the records you want to access. (*ie. if you want records for the period January 1, 2005 to August 31, 2007, enter those dates. If you want records from August 2008 to present, enter 'August 2008 to present'*)

## **Agreement**

Sign and date the form.

## **Where to send your request**

Submit your completed form, and initial fee, if applicable, to:

FOIP Coordinator

Town of Diamond Valley

*by mail:* Box 10 Black Diamond, Alberta T0L 0H0

*deliver to:* 301 Centre Avenue W, Diamond Valley, Alberta

*email:* [vernas@diamondvalley.town](mailto:vernas@diamondvalley.town)

For more information is available on the Town website at [www.diamondvalley.town](http://www.diamondvalley.town) or contact the FOIP Coordinator at 403.933.4348 or [vernas@diamondvalley.town](mailto:vernas@diamondvalley.town).