

**Algoma District Services Administration Board
Access/Correction Request- Freedom of Information and Protection of Privacy**

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Name of institution request made to: Algoma District Services Administration Board Attention: Yolanda Fenerty, Privacy Coordinator, Manager, Coordinated Client & Program Services 151 Ontario Avenue Elliot Lake, ON P5A 2T2 Tel. (705) 848-7153 ext 217 Fax (705) 843-0482
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If request is for access to, or correction of own personal information records:

Last name appearing on records: same as below OR _____

DETAILS:

Last Name:	First Name:	Middle Name:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.
			<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss

Address (Street/Apt. No. P.O. Box/RR No.)	
Postal code	Telephone number (s) Day: Evening:

Provide detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please include your date of birth and identify the unit your personal information is stored- Ontario Works, Children's Services, Housing Services, other.

Note: 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: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Day / Month/ Year
ADSAB USE:		
Staff Name Referring (if applicable):		
Date Received:	Request Number	
Comments		
<input type="checkbox"/> MIFFA <input type="checkbox"/> PHIPA <input type="checkbox"/> Both		
Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the ADSAB Privacy Coordinator.		