**Government of Ontario**

**Access Request***Freedom of Information and Protection of Privacy Act*

**A. Type of Request**

Access to own personal information

Name of institution request made to: George Brown College

### B. Requester’s Information

Last name:

First name:

Middle initial:

Unit/Apt:

Street no.:

Street name:

City/Town:

Province:

Postal code:

Phone number:

Email address:

### C. Description of Records or Correction Requested

### *Enter a description of the records you would like to obtain. The following is a sample:*

### 1) All internal and external correspondence and memos (electronic or otherwise) from, to, or about the requester under the custody of the following personnel:

### [Enter the names of faculty and/or other personnel who would be in possession of the materials requested. Try to stick to personnel who are currently or recently employed at the College. Records from personnel who retired several years ago may be inaccessible.]

### 2) All evaluation reports in the custody of the Theatre Arts department relating to the requester.

### Time period of the records

### From [start date] to [end date]

### Method of Access

### Receive hard copy

### Receive electronic copy

### D. Payment and Signature

### $5 application fee: Cheque (Enclosed)

### [if paying in person, write instead "Payment to be provided in person"]

### Signature

### Date: