



Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) Access/Correction Form

Please note:		
<ul style="list-style-type: none"> - An access/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 the request and the \$5.00 applicable fee are received. - If paying by cheque, please make the cheque payable to the "Township of Brock." - Photocopies of originals will be provided in responding to responses. On-site viewing may be arranged if required. 		
Part A: To be completed in full by Requester:		
Request For: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of institution request made to: Township of Brock 1 Cameron St. E., Box 10 Cannington, ON, L0E 1E0	
If request is for access to, or correction of, own personal information records: Last name appearing on records: <input type="checkbox"/> same as below or _____		
Details:		
Last Name:		First Name:
Address:		
Town/City:	Province:	Postal Code:
Telephone:		
E-mail:		
Detailed description of requested records, personal information records or correction or personal information: (If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known): _____ _____ _____		
Note: If 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:	Date:
Part B: For Office Use Only		
Request Number:	Date request received by Township:	Final response date:

NOTE: Personal Information on this form is being collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. c.F.31, s. 39 (2). Questions about the collection of personal information may be directed to the Township of Brock, 1 Cameron St. E., Box 10, Cannington, Ontario, L0E 1E0.

This document is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355.