

## FOI ACCESS REQUEST

**PART 1 - Request under the [Freedom of Information and Protection of Privacy Act](#) (FIPPA) for:**

- Access to records on a particular subject.
- Access to records containing own personal information.
- Access to information about a third party. (Proof of identity and/or of representation required, see below.)

**PART 2 – Applicant’s Information**

Last Name		First and middle name(s)		
Apt. No / PO Box	Street number and name			
City	Province	Postal code	UVic ID V00	
Day Phone or Cellular No.		E-mail address		

**PART 3 – Description of Records Sought** (provide as much detail as possible below about the records)

**(a) Time period of records** (dd/mm/yyyy):

From:	To:
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**(b) Location of records** (please specify where records might be located, i.e., name of faculty, school, department):

**(c) Description of Records** (you may enclose a separate page with this form):

Confidential

**PART 4 – Proof of Identity and/or Representation** (an incomplete access request would create delays in its processing):

For access to records containing **personal information** about you, enclose with the access request either a copy of your UVic I.D. or a government issued I.D. to confirm your identity.

For access to records containing personal information that **is not about you**, enclose with the access request a UVic [Consent for Personal Information Disclosure to a Third Party](#) form, completed and signed by the Third party. You may create a consent containing the same information asked in the UVic form, including a mode for us to contact the third party directly.

Access to records containing information about **a minor or the deceased** is strictly regulated by the FIPPA; review sections 4, 5, or 6 and 11 in the [FIPPA’s Regulation](#) for compliant representation, and enclose with your access request copies of the applicable documents. You may contact our office at foipp@uvic.ca for clarification on the Regulation.

**Please send the completed form with its enclosures, if applicable, to the Access to Information Officer at the address above. We recommend that requests for personal information be encrypted. Instructions on how to encrypt documents are available at <https://www.uvic.ca/systems/support/informationsecurity/fileencryption/>**

Personal information contained on this form and the copy of any I.D. is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to this access request.

