



# Access/Correction Request

## Freedom of Information and Protection of Privacy

### Request for:

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

### Submit to:

Chief Librarian/CEO  
 Kingston Frontenac Public Library  
 130 Johnson Street  
 Kingston, ON K7L 1X8

Include \$5.00 Application Fee

<b>Last Name</b>	<b>First Name</b>	<b>Initial</b>	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss
Street Number and Name	Apt. No./P.O. Box No./R.R. No.	City	Province	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal Code	Telephone Number(s)			
<input type="text"/>	Day: <input type="text"/> Evening: <input type="text"/>			

**If request is for access to, or correction of, own personal information records, please fill out the information below as well as identify the personal information bank or record containing the personal information of known:**

Date of Birth (yyyy/mm/dd):	Last Name appearing on records if <u>not</u> same as above:
<input type="text"/>	<input type="text"/>

### Detailed description of requested records, personal information records, or personal information to be corrected.

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:

- Examine Original
- Receive Copy of Original

Name (Please Print)	Date (yyyy/mm/dd)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Each separate request must be accompanied by the \$5.00 application fee. Cheque should be made payable to: **The Kingston Frontenac Public Library**

Personal information collected by the Kingston Frontenac Public Library is done so under the authority of the *Public Libraries Act*, R.S.O. 1990, c. P.44., s. 5(3) and s. 20 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., c. M.56., s. 28(2) The information collected will be used in the process of the library's business. Questions regarding the collection of this information should be directed to the CEO & Chief Librarian, Kingston Frontenac Public Library, 130 Johnson Street, Kingston, ON K7L 1X8 613-549-8888