



Access and Privacy Office
233 Elizabeth Dafoe Library
Winnipeg, MB R3T 2N2
Phone (204) 474-9462
Fax: (204) 474-9308
Email: fippa@umanitoba.ca

The Freedom of Information and Protection of Privacy Act

Application for Access

Please see next page for further instructions

Applicant

Last Name: _____ First Name: _____
Address: _____ City/Town: _____ Province: _____
Postal Code: _____ Email: _____
Phone: _____ May we leave a message at this phone number? Y/N: _____

What information are you requesting?

- My own personal information
- General information
- Personal information for another person (Attach proof of authority)

I wish to obtain access to the following records (Attach additional page for description if required)

Date Range: _____

Applicant's Signature: _____

For Access and Privacy Office Use Only

Date Received _____ *File Number* _____

Instructions

Please

Make only one request on each application form. Please ensure you include all relevant contact information in the form.

Describe the records or information you wish to access in as much detail as possible. If relevant, include a date range, program area and/or other information that helps to focus your request.

Consider communicating with the Access and Privacy Coordinator in order to clarify the wording and/or narrow the scope of your request.

Submit your completed form to fippa@umanitoba.ca as an attachment or faxing it to 204-474-9308.

Keep a copy for your records.

There is no fee for making an application under FIPPA or for the first 2 hours spent by the University of Manitoba searching and preparing information for you. Requests that are broad in nature can take longer to process and may result in the issuing of a fee estimate as prescribed by the Access and Privacy Regulation. If you are issued a fee estimate, you will need to sign and pay it before gaining access to the records requested.

Note that if the University of Manitoba does not respond within 45 days after receiving this application, or if the University of Manitoba extends this 45-day time period under subsection 15(2) of The Freedom of Information and Protection of Privacy Act, you may file a complaint with the Office of the Ombudsman.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of *The Freedom of Information and Protection of Privacy Act*. The information you provide will be used by the University for the purpose of responding to your request for access to information. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.