**ACCESS TO INFORMATION**

**REQUEST FORM**

Information, Risk, and Compliance Division

10215 – 108 Street NW, Edmonton, Alberta, Canada T5J 1L6

 Toll-free 1.866.534.7218

**compliance@norquest.ca** | [**www.norquest.ca**](http://www.norquest.ca)

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| ***Protection of Privacy Act* (POPA) Notification Statement**Your personal information is needed for the purpose of authorizing the processing of an Access to Information Request. This is allowed under section 4(c) of the [*Protection of Privacy Act*](https://kings-printer.alberta.ca/1266.cfm?page=p28p5.cfm&leg_type=Acts&isbncln=9780779853793) (POPA). Your information will be protected from unauthorized access, use, and sharing. If you have questions about your collected information, you can contact Access & Privacy Coordinator, Information, Risk, and Compliance Division at 10215-108 Street NW, Edmonton, AB, T5J 1L6, or compliance@norquest.ca**Review the guidelines on page 3 before completing this form. Please submit the completed form to the Information, Risk, and Compliance (IRC) Division using the email or mailing address in bullet 8, on page 3.**  |
| Select the type of request:[ ]  Personal Information Request (Complete sections 1 to 5). [ ]  Access to General Information Request (Complete sections 1, 3, 4, and 5).* Initial fee of $25.00 dollars payable to NorQuest College included.
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| 1. **Personal Information**
 | DATE: (YYYY/MM/DD) Enter date |
| LAST NAME (LEGAL)Enter last name | FIRST NAME (LEGAL)Enter first name |
| PREVIOUS NAME (IF APPLICABLE)Enter previous name | PREFERRED NAME (IF APPLICABLE)Enter preferred name |
| DEPARTMENT / PROGRAM / COURSE (IF APPLICABLE)Enter details | EMPLOYEE / STUDENT ID (IF APPLICABLE)Enter number |
| MAILING ADDRESS STREETEnter address | CITY / TOWN / VILLAGEEnter details | PROVINCEEnter province |
| EMAIL ADDRESSEnter email address | CONTACT NUMBEREnter number | POSTAL CODEEnter text |

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| 1. **Verifying Information (Only for Access to Personal Information Request)**
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| DATE OF BIRTH: (YYYY/MM/DD)Enter date | DATES ATTENDED/WORKED AT NORQUEST (IF APPLICABLE)Enter date |

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| 1. **Information You Want to Access** (What records do you want to access? Please provide as much details as possible. For another person’s information, you must attach proof that you can legally act for that person.)
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| Provide details |
| 1. **What is the period of time for the records you are requesting?** *(Please give specific dates.)*
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| (YYYY/MM/DD) to (YYYY/MM/DD) Enter start date to Enter end date |
| 1. **Do you want to** *(Select one choice; Personal Information Requests require proper identification for release of information.)*
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| [ ] Receive an electronic copy of the record | [ ] Have the documents held for pick-up |
| [ ] Have the documents mailed to you | [ ] Examine the record in person |

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| APPLICANT / STUDENT SIGNATURE  | DATE: (YYYY/MM/DD)Enter date |

**Request to Access Information Guideline**

You can access some public body records without making a request under the [*Access to Information Act*](https://kings-printer.alberta.ca/1266.cfm?page=a01p4.cfm&leg_type=Acts&isbncln=9780779853786) *(ATIA)*. To decide if you need to make a request under the Act or if you need help completing the form, contact the Information, Risk, and Compliance (IRC) Division at 10215-108 Street NW, Edmonton, AB, T5J 1L6, or compliance@norquest.ca.

**About your request and completing this form:**

1. If you need to find out if NorQuest College has the records you wish to access, please contact the IRC Division.
2. Check box for Personal or General information.
	* Personal information is information about you or the personal information of an individual you are entitled to represent.
	* General information is information other than personal information (see below). For example, it would include information about a third party, such as the college non-confidential operational information.
3. If your request is for Personal information, there is no initial fee.
	* Additional information may be requested by the IRC to verify your identity.
	* If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g., guardianship or trusteeship order, power of attorney).
	* If the cost of photocopying is more than $10, you will be notified of the fee.
4. If your request is for General information, there is an initial fee of $25.00. Please include a cheque for payment with this form, payable to NorQuest College.
	* NorQuest will provide you with an estimated cost before processing begins.
	* If the total cost of processing your request is more than $150, you are asked to pay a 50% deposit.
	* The records are provided when the fee is paid in full.
5. Indicate the information you want to access.
	* Be as specific as possible in describing the records.
	* If you need more space, continue your description on a separate sheet of paper and attach it to this request form.
	* Indicate the specific period of time for which you want to access the information.
6. Indicate how you want to receive a copy of the records.
	* Check the appropriate box indicating how you want to receive the records.
7. Sign and date the form.
8. Send your request (with payment, if applicable to):

Information, Risk, and Compliance Division

NorQuest College

Main Building, 10215 - 108 Street

Edmonton, AB T5J 1L6

Email: compliance@norquest.ca