

Please contact infoandprivacy@durhamcollege.ca if you require assistance to complete this form.

- Request for:**
- Access to General Records
 - Access to Own Personal Information
 - Correction of Own Personal Information

Return completed application and \$5.00 fee to:
Office of the President, Durham College
Gordon Willey Building, A140, 2000 Simcoe Street North
Oshawa, ON L1C 0G5

The \$5.00 fee is payable by cash or cheque made payable to Durham College

If request is for access to, or correction of, own personal information records:

Last name appearing on records: same as below or:

Details			
First Name:		Last Name:	
Street Number:	Street Address:		Postal Code:
City:		Province:	
Email:			Telephone Number:

I would like notices and other communications provided in hard copy

I would like notices and other communications provided electronically

Please provide a detailed description of requested records, personal information records or personal information to be corrected. (If requesting access to your own personal information, identify the record containing the personal information.)

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 correct is not made and you may require that a statement of disagreement be attached to your personal information.

Signature:

Date (yyyy-mm-dd):

Notice of Collection: In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990 the personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and will be used for the purpose of responding to your request for records. If you have any questions about the collection, use, or disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1C 0G5, 905.721.2000 ext. 3292.

For Durham College Use Only:

Request Number:

Comments:

Application Fee: