



**ACCESS TO INFORMATION REQUEST
FORM 1**

This form is used by an applicant to request information from the college under the Access to Information and Protection of Privacy (ATIPP) Act, 2015

1. APPLICANT'S PERSONAL INFORMATION

Applicant Name:			
Organization: <i>(where applicable)</i>			
Address:			
		Postal Code:	
Daytime Phone:		Fax:	
Email:			

2. INFORMATION BEING REQUESTED

What Information Are You Requesting? *(Please check one)*

My own personal information *(For another person's personal information, attach proof of authority)*

General information

3. TO WHICH PUBLIC BODY ARE YOU MAKING YOUR REQUEST

College of the North Atlantic

4. I WISH TO OBTAIN ACCESS TO THE FOLLOWING INFORMATION OR RECORDS

(Please be specific and attach additional pages if required)

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If possible, I wish to receive the requested records in the following format:

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 FORM 1**

Privacy Notice

The personal information that you provide to College of the North Atlantic is collected under the authority of the *College Act, 1996* and the *ATIPP Act, 2015*. The Office of Access to Information and Protection of Privacy is collecting your personal information to process your access to information request. The college uses your personal information to respond to your access to information request, to process fees received under the *ATIPP Act, 2015*, to respond to investigations or complaints submitted to the Office of the Information and Privacy Commissioner, and to respond to referrals made to the Supreme Court Trial Division. The personal information you provide on this form may be disclosed to authorized college employees who require this information to carry out their official college duties in order to respond to your request, and with the Office of the Information and Privacy Commissioner (OIPC) and/or the Supreme Court Trial Division who may require this information to administer investigations or complaints submitted to the OIPC or referrals made to the Supreme Court Trial Division.

Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the *ATIPP Act, 2015* and can be reviewed or corrected on request. Questions regarding the collection of this personal information can be directed to the college's Access and Privacy Coordinator, Office of Access to Information and Protection of Privacy, College of the North Atlantic, 432 Massachusetts Drive, P.O. Box 5400, Stephenville, Newfoundland and Labrador, Canada, A2N 2Z6, (709) 643-7912, atipp@cna.nl.ca.

I have read and understand the Privacy Statement above and consent to the collection, use, and disclosure of this personal information.

Applicant's Signature

Date

OFFICE OF ATIPP USE ONLY

Date Received (YYYY-MM-DD):

Case File #:

INSTRUCTIONS

- Make only one access to information request on each application form.
- Describe the records or information you are seeking in as much detail as possible.
- Mail, email or deliver this form to College of the North Atlantic's Office of Access to Information and Protection of Privacy at the contact information above. If you are emailing a request, please ensure:
 - You write "ATIPP Request" in the subject line of your email, and
 - You do not include the wording of your request in the email (only include it in the attached ATIPP request form).
- Keep a copy for your records.
- The *ATIPP Act, 2015* may be viewed in its entirety at <http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>.
- Please note:
 - As per section 12, your identity will only be made known to the person processing your request, unless the request is for your own personal information or when the identity is required to respond to the request and you have consented.
 - If College of the North Atlantic does not respond within 20 business days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, pursuant to section 42 of the *ATIPP Act, 2015*, or you may appeal to the Supreme Court Trial Division pursuant to section 52 of the *ATIPP Act, 2015*.
 - Pursuant to section 25 of the *Access to Information and Protection of Privacy (ATIPP) Act* you may be asked to pay certain additional costs for locating records as prescribed by the Minister responsible for the *ATIPP Act, 2015* before gaining access to records.