

REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

INSTRUCTIONS

To make a request under the *Freedom of Information and Protection of Privacy Act* (the “Act”, “FIPPA”) for access to records within the custody or control of the Board of Education of School District No. 36 (Surrey) (“SD36”), please complete the form on page 2 of this document and submit it to the SD36 Privacy Office via email or by mail.

- Requests are ordinarily processed within 30 business days, but timelines may be extended in some circumstances as permitted by the Act.
- Persons requesting copies of their own personal information may be asked to provide proof of identity before records will be released.
- If you are making a request for personal information on behalf of another person, please enclose a written authorization from the individual whose information you are requesting.

FEES

- A non-refundable application fee of \$10 is required for all General FIPPA requests. Your request will not be processed until payment is received.
- There are no application fees for personal FIPPA requests or requests from Indigenous Governing Entities.
- Fee payments can be submitted via:
 - E-transfer to privacy@surreyschools.ca , please include applicant name in your e-transfer memo; or
 - Cheque or money order made payable to School District No. 36 (Surrey)
- Please note that additional processing fees may apply depending on the size and complexity of the request as permitted under Section 75 of the Act. If an additional fee will be charged, we will provide you with an estimate of the fees before responding to your request.

CONTACT INFORMATION

- Submit questions, requests or payments via email, phone or mail to:

Privacy Officer
School District No. 36 (Surrey)
14033 92nd Ave
Surrey, BC V3V 0B7
Email: privacy@surreyschools.ca
Phone: 604-596-7733

**REQUEST TO ACCESS RECORDS UNDER THE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

REQUESTED INFORMATION

See instructions provided on page 1 of this document.

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| Name of Requestor or Organization Making the Request | |
| Mailing Address (Optional) | |
| Email Address | |
| Phone Number | |
| Details of Requested Information | |
| Signature | |
| Date | |

FEE EXEMPTION REQUEST (Complete Only If Applicable)

There are no application fees for personal FIPPA requests or requests from Indigenous Governing Entities.

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| I am requesting a fee exemption as this submission is for my personal information | |
| I am requesting a fee exemption as this request is submitted by an Indigenous Governing Entity | |

FEE PAYMENT DETAILS (Complete Only If Applicable)

A non-refundable application fee of \$10 is required for all General FIPPA requests. Your request will not be processed until payment is received.

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| Date Fee Submitted | |
| Method of Payment (e-transfer, cheque, money order) | |