



About you

About your request

- ## About the information you want to access

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Your signature

The personal information on this form will be used to coordinate and respond to your request. This collection is authorized by section 4(c) of the *Protection of Privacy Act* and section 3 of the *Municipal Government Act*. For questions about the collection of personal information, contact privacy@reddeer.ca.

How to complete the form

You can access many City of Red Deer records without making a request under the *Access to Information Act*. To determine whether you need to make a request under the *Act* or if you need help completing the form, contact the Access & Privacy Analyst at The City of Red Deer, Box 5008, 4914 – 48 Avenue, Red Deer, Alberta T4N 3T4, (403) 406-8697, privacy@reddeer.ca.

About you

Check the title by which you prefer to be addressed and enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and evening telephone numbers. The City of Red Deer may need to contact you if they have any questions about your request. If you have an e-mail address where correspondence can be sent, enter them in the spaces provided.

About your request

1. What kind of information are you requesting?
Indicate whether you are requesting general or personal information.

General information: If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will 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.

Personal information: If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the Access & Privacy Analyst of The City of Red Deer. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

2. Do you want to receive a copy of the record or examine the record? Check the appropriate box.

About the information you want to access

1. What information are you requesting?
Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, please give:

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

2. Enter the time period of the requested records.
For example, if you are requesting records for the period January 1, 2013 to August 31, 2014, enter those dates in the space provided. If you want records from August, 2016 to present, enter "August, 2016 to present."

Your signature

Sign and date the form and send it to the Access & Privacy Analyst at The City of Red Deer, Box 5008, 4914 – 48 Avenue, Red Deer, Alberta T4N 3T4 or email to privacy@reddeer.ca.