



# REQUEST TO ACCESS RECORDS

To make a request under the *Freedom of Information and Protection of Privacy Act* ("Act") for access to records within the custody or control of Selkirk College, please complete the information set out below and submit it to the Selkirk College Privacy Office at [privacy@selkirk.ca](mailto:privacy@selkirk.ca) or by mail to:

**Privacy Office**  
**301 Frank Beinder Way**  
**Castlegar, British Columbia, Canada V1N 4L3**

Questions about how to submit a request may be directed to the Privacy Officer at 250-304-9769.

- Requests are ordinarily processed within 30 business days as required under the Act, but timelines may be extended in some circumstances and where permitted by the Act.
- You are not required to provide a mailing address, but if you decide not to do so, please provide us with information about how and where you would prefer the records to be delivered to you.
- Persons requesting copies of their own personal information may be asked to provide proof of identity before records will be released. Likewise, if you are making a request for personal information on behalf of another person, please ensure you enclose a written authorization from the individual whose information you are requesting.
- Access requests may be subject to fees in accordance with the Act. If the College decides to levy fee, we will provide you with an estimate of the fees before responding to your request.

## INDIVIDUAL OR ORGANIZATION MAKING THE REQUEST

Name:

## PERMANENT MAILING ADDRESS

Number:	Street:	PO Box:
City:	Province/Country:	Postal Code:
Day Phone:	Evening Phone:	Cell Phone:
Email(s):		

## DELIVERY INSTRUCTIONS

## DETAILS OF REQUESTED INFORMATION

I am requesting access to the following personal information:  
*[Please describe the record(s) you are requesting. Be as specific as possible as this will assist the request process. You may attach a letter if you wish.]*

SIGNATURE

DATE SIGNED