



Access to Information Request Form

The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by section 4 (c) of the *Protection of Privacy Act*. See instructions on the reverse page for completing this form. For questions about the collection of personal information, contact the MD of Peace No. 135's Access & Privacy Officer at admin@mdpeace.com.

About you	Last Name	First Name	
	Name of Company or Organization (if applicable)		
	Mailing Address		
	City/Town/Village	Province	Postal Code
	Telephone Number	Email Address	
About your request	1. What kind of information do you want to access?	<input type="checkbox"/> General information (An initial fee of \$25 is required – see instructions for explanation of fees.) <input type="checkbox"/> Your own personal information (No initial fee is required for personal information.)	
	2. Do you want to:	<input type="checkbox"/> receive a copy of the record? OR <input type="checkbox"/> examine the record?	
About the information you want to access	3. What records do you want to access?	Please give as much detail as possible. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)	
	[insert details of request here]		
	4. What is the time period of the records?	Please give specific dates. (See instructions on the reverse for details.)	
	[insert details of request here]		
Send your completed request form, and initial fee if applicable, to the Access & Privacy Officer at admin@mdpeace.com or mail to the address on the back of this form.			
Signature			Date

Privacy Office Use Only	
Request Received	Assigned Number
Comments	



Access to Information Request Form

You may be able to access 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, please contact the MD of Peace No. 135's Access & Privacy Officer at admin@mdpeace.com

How to make a request

To obtain access to a record, a request must:

- be in writing;
- be submitted to the Privacy Officer;
- provide enough detail to enable the MD of Peace No. 135 to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under this Act.

The MD of Peace No. 135 should respond to the request within 30 business days from receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

About your request

If you need help to find out what records the College has, contact the MD of Peace No. 135's Access & Privacy Officer.

1. What kind of information do you want to access? Check general or personal information.

A request for general information is information other than your own personal information (see below). For example, it would include information about a third party.

- There is an initial fee of \$25.00.
- Make cheques payable to MD of Peace No. 135. Do not include your credit card information on this form, in the email, or in the mail.
- Additional fees may apply, 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.

A request for personal information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information or for personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

Continuing request

You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to two years. Contact the Access to Information and Privacy Coordinator if you are making a continuing request.

- The initial fee is \$50.00.
- 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

3. What records do you want to access?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and attach it to this form.

If requesting your own personal information, 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, roll number, or other identification number.

If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

4. What is the time period of the records? Enter the specific dates or date ranges of the records you want to access (e.g. if you want records for the period January 1, 2023 to August 31, 2024 or you want records from January 2024 to present etc.)

Your signature Sign and date the form.

Where to send your request

Send your completed form, and initial fee if applicable,

MD of Peace No. 135
Attn: Access & Privacy Officer
PO Box 34, 5240-52 Ave, Berwyn, AB T0H 0E0
Email: admin@mdpeace.com



Questions regarding this form are to be directed to the identified Form Administrator.

Related MD of Peace No. 135 Documents:	Governance – Access to Information Procedure Governance – Protection of Privacy Procedure
Form Owner:	Access & Privacy Officer
Form Administrator:	Access & Privacy Officer
Approved By:	Access & Privacy Officer
Approval Date:	June 8, 2026
Effective Date:	June 8, 2026
Revision History:	June 8, 2026: NEW

The personal information is collected, and will be used and disclosed for purposes including evaluating and completing requests pertaining to information requests of the MD of Peace No. 135. This collection is authorized under section 4(c) of the *Protection of Privacy Act* (Alberta). For questions about the collection of personal information, contact admin@mdpeace.com or 780-338-3845