



Calgary Board of Education

Request for Correction of Personal Information

Freedom of Information and Protection of Privacy

See instructions for completing this form.

Details of Personal Information Requested to be Corrected

1. Please describe the records and what personal information you are requesting to be corrected. Be as **specific** as possible in order to assist the request process. Be sure to provide the complete name that is in the records, including all the person's previous names. Attach a separate sheet if the space is not sufficient.

2. Please describe what correction you want to make and why. Be sure to attach any documents that support your request.

3. In which school/department do the records reside? _____

4. This is a request for correction to: My own personal information Another person's information

If correcting information for another person, please attach proof of legal authority to act on that individual's behalf.

Applicant Information

Last Name _____ First Name _____ Middle Name _____ Mr. Ms.
 Mrs. Miss
 Dr. Other _____

Company or Organization Name (if applicable) _____

Mailing Address: Street / Apartment No. / P.O. Box / R.R. No. _____ City / Town _____ Province / Country _____ Postal Code _____

Day Phone No. () _____ Alternate Phone No. () _____ Day Fax No. () _____ Email Address _____

Signature and Notification

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)* and will be used to respond to your request. It will be treated in accordance with the privacy protection provisions of the *FOIP Act*. If you have any questions about the collection or its intended use, contact a Privacy & Access Officer at the Calgary Board of Education, Education Centre Building, 1221-8 St. S.W., Calgary, AB, T2R 0L4 or telephone (403) 817-7989.

Signature _____ Date _____

Privacy & Access Office Use Only:

Request Number _____ Date Received _____

How to Complete the Form

You can correct information in many Calgary Board of Education records without making a request under the *Freedom of Information and Protection of Privacy Act (FOIP)*. To determine whether you need to make a request under the *Act* or if you need help completing the form, contact a Privacy Access Officer.

Details of Personal Information Requested to be Corrected

If you need help to find out what records the Calgary Board of Education has, please contact a Privacy & Access Officer, Education Centre Building, 1221-8 St. S.W., Calgary, Alberta, T2R 0L4.

1. What records contain the information that you want corrected? 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 want a correction made to your own personal information, please be sure that you give:

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

If you want a correction made to another person's information, please 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.

2. What correction do you want made? What is incorrect about the information that is currently on the record? Please be specific.
3. Enter the name of the school and/or the department that you believe has the records you want corrected.
4. Whose information do you want to correct? Indicate whether you want your personal information or another person's information to be corrected. If you are requesting records for another person, you will have to provide proof that you have the legal authority to act for that person.

Personal Information is your personal information or the personal information of an individual you are entitled to represent.

Proof of Identity

If you are requesting a correction to records containing your personal information, you will have to provide proof of your identity. In some cases you will be asked to provide a copy of a government-issued photo ID document with a signature thereon. You have the option of providing same in person.

Proof of Legal Authority

If you are requesting a correction to records containing personal information for another person, you will have to provide proof that you have the legal 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.

Applicant Information

Enter your last name, first name, and middle name, and check the title by which you prefer to be addressed. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and alternate telephone numbers. The Calgary Board of Education may need to contact you if they have any questions about your request. If you have a fax number where correspondence can be sent or an email address where you can be contacted, enter it in the space provided.

Signature

Sign and date the form and send it to:
Privacy & Access Officer
Calgary Board of Education
Education Centre Building
1221 – 8 St. S.W., Calgary, AB, T2R 0L4
or fax to: (403) 777-8028