Access/Correction Request

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Personal Health Information Protection Act (PHIPA)

Request for:
☐ Access to general records  ☐ Access to own personal information  ☐ Correction of own personal information
☐ Access to own personal health information  ☐ Correction of own personal health information

Fee
MFIPPA requests will be reviewed and assessed to determine if an application fee of $5 will be required. If it is decided that the request is a formal request, and an application fee is required you will be contacted for payment.

Return the completed form to:
Chief Privacy Officer
Wellington-Dufferin-Guelph Public Health
160 Chancellors Way
Guelph, ON N1G 0E1
Fax#: 519-823-4902

Contact Information
☐ Mr.  ☐ Mrs.  ☐ Ms.  ☐ Miss

First name:  Middle name:  Last name:

Address:
Apartment #  Street Address  City  Postal Code

Telephone number:  |
Day  |
Evening

Last name appearing on records: ☐ same as above, or:

Substitute Decision-Maker Information (applies to PHIPA only)
☐ Mr.  ☐ Mrs.  ☐ Ms.  ☐ Miss

First name:  Middle name:  Last name:

Address:
Apartment #  Street Address  City  Postal Code

Telephone number:  |
Day  |
Evening

Please provide documentation to satisfy the health information custodian that you are an authorized substitute decision-maker.

To Access General Records or Personal Information
I would like to: ☐ See the original  ☐ Get a copy

Please describe the information you want to access:

To Correct Personal Information
Please describe the information and the changes you would like. You can choose to attach supporting documents. We will contact you if the correction is not made. You can then require that a statement of disagreement be attached to your personal information.

Your signature:  Today’s date:

Personal information or personal health information contained in this form is pursuant to the Municipal Freedom of Information and Protection of Privacy Act and/or the Personal Health Information Protection Act. It will be used for responding to your request. Questions regarding this collection should be directed to the Chief Privacy Officer at 1-800-265-7293 ext. 2975.

FOR OFFICE USE ONLY:
Date received:  Request number:
Comments:

CA.30.01.800 (2017-07)