Access to Information and Privacy Office
Alumni Hall, 618 University Avenue, Charlottetown, PE, Canada C1E 1E3
Telephone: 902.620.5357 • Email: accessprivacy@upei.ca

Request for Access to Information

The following form may be used to make an application for access to information. UPEI follows the process set out in the *Freedom of Information and Protection of Privacy Act.*

Requester Information

Name	
Organization ***(optional)***	
Address	
Telephone	
Email	

Type of Request

What kind of information do you want to access?

____ General Information (an initial $5.00 fee is required)

____ Personal Information (no initial fee is required to request your own personal information)

Records Requested

Please describe the records you are requesting. Be as specific as possible to assist the request process and reduce the time required to respond. If you have information regarding the location of the information you are requesting, please provide. If you are requesting your own personal information, please provide any relevant identifiers (student number, employee number, etc.).

Signature of Applicant **Date**

This portion to be completed by UPEI	UPEI Request #
UPEI Receipt Number #	Received Date:
Financial Services – Please credit 10-1-30-310100-450025 Privacy Fee	

The personal information requested on this form is collected under the authority of Section 31(c) of the PEI *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that *Act*. It will be used for the purpose of responding to your request. Direct any questions about this collection to the Chief Access to Information and Privacy Officer, accessprivacy@upei.ca, 902.620.5357, Alumni Hall, 618 University Avenue, Charlottetown, PE, C1E 1E3.

Instructions

Request for General Information – A $5.00 application fee is required to make a request for general information. Email the completed request form to the Access to Information and Privacy Office at accessprivacy@upei.ca and please use one of the payment methods below:

- Pay in person at Financial Services, Kelly Building Rm. 131, University of Prince Edward Island, 550 University Ave., Charlottetown PE.
- Pay over the phone using a credit card by calling Financial Services at 902.566.6000.

Alternatively, you can mail the completed request form and a cheque payable to the University of Prince Edward Island to Financial Services, Kelly Building Rm. 131, University of Prince Edward Island, 550 University Ave., Charlottetown PE, C1A 4P3.

Request for Personal Information – No fee is required to request your own personal information. Please send the completed request form to the Access to Information and Privacy Office by email to accessprivacy@upei.ca.

Confirmation of identity will need to be shown prior to release of personal information. If you are making a personal information request on behalf of someone else, you must provide proof that you have legal authority to act for the person (e.g. Guardianship or trusteeship order, power of attorney).

Questions?

Any questions can be directed to accessprivacy@upei.ca or 902.620.5357.

Additional Information on Fees

- The University charges fees for the processing of access requests in accordance with the *Freedom of Information and Protection of Privacy Act.*
- Fees for general information will be charged based on the below fee schedule. Fees for any request requiring less than three (3) hours of time shall be waived.
- You will be provided with an estimated cost before processing begins. If you agree to the estimated fee, you are required to pay 50% of the estimate fee before the processing of your request begins. The records are provided when the fee is paid in full.

Access request fee	$5.00 (Non-Refundable)
Locating and retrieving a record	$15.00 per half hour
Preparing and handling a record for disclosure	$15.00 per half hour
Supervising examination of a record	$15.00 per half hour
Shipping a record	Actual cost
Producing a record from an electronic record	Actual cost
Photocopying or printing	$0.08 per page
Other fees not listed will be charged in accordance with the *Freedom of Information and Protection of Privacy Act.*	