



REQUEST TO ACCESS RECORDS FORM

To make a request under the *Freedom of Information and Protection of Privacy Act* for access to records within the custody or control of Coast Mountain College (CMTN), please complete the form below and submit it to foi@coastmountaincollege.ca.

- Requests are ordinarily processed within 30 business days, as required under the Act, but timelines may be extended in some circumstances, where permitted by the Act. Please note that if a fee is assessed, the timelines are suspended until payment is received.
- Access requests are subject to a fee, in accordance with the Act. The application fee for freedom of information (FOI) requests is \$10; this will increase based on the time required to fulfill the request. CMTN will provide you with an estimate of the fee before responding to your request. Fees can be paid in person at any CMTN registration desk or over the phone.
 - Terrace Campus – 250.635.6511
 - Prince Rupert Campus – 250.624.6054
 - Smithers Campus – 250.847.4461
 - Hazelton Campus – 250.842.5291
- While the *Freedom of Information and Protection of Privacy Act* creates a right of access, records may be withheld or redacted as permitted when required or permitted by the Act.

Please note, this request form is not intended for student information requests.

INDIVIDUAL OR ORGANIZATION MAKING THE REQUEST

Full Legal Name/Organization:

EMAIL ADDRESS AND PHONE NUMBER



DESCRIPTION OF THE REQUESTED INFORMATION

Access requests must provide sufficient detail to permit identification of the records sought.

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SIGNATURE

DATE SIGNED

All funds collected will be allocated to the CMTN Foundation.