



# FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUEST FOR ACCESS TO RECORDS

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2  
F 604.434.1585 E FOI@bcit.ca W bcit.ca/iap

**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Sign and submit form.

## APPLICANT INFORMATION

Last Name	First Name	Middle Name	Optional <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____
Street, Apartment No., PO Box, RR No.			
City/Town		Province	Postal Code
Day-time Phone No.		Alternate Phone No.	
Email Address			

## TYPE OF REQUEST

Select one. Please see page 2 of this form for more information.

- Request for my personal information.** No application fee required.
- Request for someone else's personal information.** No application fee required. That person's proof of authority or signed authorization of the third party to release his or her information to the applicant must be attached.
- Request for general information under the Freedom of Information and Protection of Privacy Act (FIPPA).** A \$10 non-refundable application fee required. Request will not be processed until payment is received.

**\*NOTE:** Indigenous Governing Entities (IGE) are not required to pay application fees.

## DETAILS OF REQUEST

Please describe the records you are requesting and be as specific as possible. If more space is needed, attach a separate sheet.

<b>Time frame for records</b>	From: yyyy/mm/dd	To: yyyy/mm/dd
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**Are you requesting your own information?**  Yes  No  
If yes, please complete form **FOI-3 Authorization for Disclosure of Personal Information to Self.**

**Are you requesting someone else's information?**  Yes  No  
If yes, please attach, as appropriate:  
a) That person's signed consent for disclosure (**form FOI-2 Authorization for Disclosure of Personal Information to a Third Party**), or  
b) Proof of authority to act on that person's behalf

**Are you requesting general information under FIPPA?**  Yes  No  
If yes, please confirm that you have included as part of your request the required \$10 non-refundable applicable fee.  Yes  No

<b>Preferred method of access to records</b> <input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy	<b>Applicant Signature</b>	<b>Date Signed</b> (yyyy/mmm/dd)
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**Submit your completed request form by one of the options below:**

**Mail:** British Columbia Institute of Technology (BCIT), Information Access and Privacy, 3700 Willingdon Avenue, Burnaby, BC V5G 3H2

**Fax:** 604.434.1585 • **Email:** FOI@bcit.ca

You may make a request for access to records under the Freedom of Information and Protection of Privacy Act (FIPPA) without using this form, provided you do in writing.

Privacy Notice: The information you provide on this form is collected under section 26 of FIPPA and will be used only for the purpose of responding to your request. If you have any questions about the collection, use or disclosure of this information, please contact the Information Access and Privacy Office, email: [privacy@bcit.ca](mailto:privacy@bcit.ca)

**FOR OFFICE USE ONLY**

File No.	Date Received (yyyy/mmm/dd)	If Applicable, Form and Date of Payment Received (yyyy/mmm/dd)

**HOW TO MAKE A FREEDOM OF INFORMATION (FOI) REQUEST**

1. All requests must be submitted in writing which may be via mail, fax, or email. If requesting records that contain personal information, we can only accept signed requests submitted via mail, fax, or email.

You may choose to download and use BCIT's **"Request for Access to Records" form (FOI-5)**.

2. Requests for an applicant's own personal information must be signed by the applicant and specify:

- The type of information requested and;
- The date on which consent to disclosure is effective and if applicable, the date on which the consent expires.

You may choose to download and use the BCIT's **"Authorization for Disclosure of Personal Information to Self" form (FOI-3)**.

3. Requests for third party personal information must be accompanied by the signed authorization of the third party to release his or her information to the applicant. The authorization must specify:

- To whom the personal information may be disclosed
- The personal information for which the third party is providing consent for disclosure
- The date on which consent is effective and, if applicable the date on which the consent expires
- The date on which consent to disclosure is effective, and if applicable the date on which the consent expires
- The purpose of the disclosure of the information.

You may choose to download and use the BCIT's **"Authorization for Disclosure of Personal Information to a Third Party" form (FOI-2)**.

4. FOI requests must be for access to records (recorded information). For example, "Why did BCIT renovate the library?" is not a valid FOI request because it is not a request for records.

FOI requests must provide sufficient detail to enable an experienced employee of BCIT with reasonable effort to identify the records sought. Missing details may require further clarification which will delay processing of your request and may also result in extra fees.

5. Your request should include the following contact information:

- Current legal name
- Address
- Day-time telephone number
- Email address

6. Fees for Freedom of Information (FOI) Requests

**Application Fees:**

There is no application fee for making a personal FOI request for yourself or for someone you have proof of authority or signed consent for disclosure.

There is a non-refundable application fee of \$10 required for all General FOI requests. Your request will not be processed until payment is received.

Indigenous Governing Entities (IGE) are not required to pay application fees. Indigenous Governing Entity "means an Indigenous entity that exercises governmental functions, and includes but is not limited to an Indigenous governing body as defined in the Declaration on the Rights of Indigenous Peoples Act."

**Processing Fees:**

For General FOI requests, processing fees may be applicable as permitted under Section 75 the Freedom on Information and Protection of Privacy Act.

**Form of Payment of Fees:**

BCIT currently accepts credit card or payment by cheque or money order for application or processing fees.

Fee payments via credit card are accepted by phone at 604.432.8446 from 8:30am to 4:30pm PST Monday to Friday, excluding statutory holidays. VISA and Mastercard accepted.

To pay a fee by cheque, please send a cheque or money order made payable to the "British Columbia Institute of Technology". Quote your file number (if known) and mail it to:

Information Access and Privacy Office  
British Columbia Institute of Technology  
3700 Willingdon Avenue  
Burnaby, BC, Canada V5G 3H2

7. FOI requests may be sent by:

- Fax: 604.434.1585
- Email: FOI@bcit.ca
- Mail: Information Access and Privacy Office  
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3700 Willingdon Avenue  
Burnaby, BC, Canada V5G 3H2