

The *Freedom of Information and Protection of Privacy Act* ([FIPPA](#)) provides a person with the right of access, with some limited exceptions, to records in the custody or under the control of a public body such as BCIT. An applicant may request a copy of the records or ask to examine the records. This right of access includes records containing personal information about the applicant. Access to information requests are called Freedom of Information (FOI) requests.

HOW TO MAKE A REQUEST

Applicants who wish to make an FOI request must take the following steps:

- Submit a written request. BCIT's Information, Access and Privacy Office (IAPO) recommends that applicants download and complete BCIT'S "**Freedom of Information and Protection of Privacy Request for Access to Records**" form.
- Provide sufficient detail to enable an experienced employee, with reasonable effort, to identify the records sought. (Keep in mind that any missing information may require requests for clarifications, which will delay the processing of your request.)
- Requests for personal information must be accompanied by a written Authorization for Disclosure.
- Requests for an applicant's own personal information **must be signed** by the applicant (electronic or photocopied signatures are not acceptable).
- Please **DO NOT** include Social Insurance Numbers in any type of FOI request.

AUTHORIZATION FOR DISCLOSURE

- An applicant who is requesting their own information **must** complete and attach the "FOI-3 Authorization for Disclosure of Personal Information to Self" form to their request.
- A request for **another** person's personal information **must** be accompanied by the signed authorization of the third party. Attach as appropriate: the "FOI-2 Authorization for Disclosure of Personal Information to a Third Party" form, or other proof of authority to act on that person's behalf.

To help ensure the security of personal information, requests for personal information and Authorizations for Disclosure should be submitted by mail or fax.

FOI requests may be sent to the Information, Access and Privacy Office by:

- MAIL** British Columbia Institute of Technology (BCIT)
Information Access and Privacy
3700 Willingdon, Burnaby, BC V5G 3H2
- EMAIL** FOI@bcit.ca
- FAX** (604)432-1585