



Access to Information Request Form

Personal information is collected by the Conseil scolaire Centre-Nord (the "CSCN") under Section 4(c) of the Protection of Privacy Act (the "Act"), as it relates directly to and is necessary for an operating program or activity of the CSCN. In accordance with Section 10 of the Act, the CSCN makes reasonable security arrangements to protect this information against unauthorized access, use, or disclosure. Personal information will only be used and disclosed for the purposes for which it was collected or for purposes authorized under the Act. Please note that the information may be processed using automated systems. The information may be hosted on servers located outside of Alberta or Canada. The CSCN remains responsible for protecting the information in accordance with the Act. If you have any questions about the collection, use, or disclosure of this information, please contact Laura Devaney, CSCN Director of Corporate Affairs, at ldevaney@centrenord.ab.ca or 780-468-6440.

See instructions below for completing this form.

About you	Last Name	First Name	
	Name of Company or Organization (if applicable)		
	Mailing Address		
	City/Town/Village	Province	Postal Code
	Telephone Number		Email Address

About your request	1. What kind of information do you want to access?	<input type="checkbox"/> General information (An initial fee of \$25 is required – see instructions for explanation of fees.) <input type="checkbox"/> Your own personal information or that of your child(ren). (No initial fee is required for personal information.)	
	2. Do you want to:	<input type="checkbox"/> receive a copy of the record? OR	<input type="checkbox"/> examine the record?

About the information you want to access	1. What records do you want to access?	Please give as much detail as possible. (What school or area where the records may be located.)	
	2. What is the time period of the records?	Please give specific dates. (See instructions for details.)	

Your Signature	Signature	Date
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Where to send your request	Send your completed request form, and initial fee if applicable, to Laura Devaney at ldevaney@centrenord.ab.ca.
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FOR OFFICE USE ONLY
Request Number
Date Received

Access to Information Request Form (Instructions)

You can access many public body records without making a request under the Access to Information Act. To determine whether you need to make a request under the Act or if you need help completing the form, contact Laura Devaney at 780-468-6440 or ldevaney@centrenord.ab.ca.

How to make a request

To obtain access to a record, a request must:

- be in writing;
- be submitted to the public body the applicant believes has custody or control of the record;
- provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under this Act.

The public body should respond to the request within 30 business days from receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

About you

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and contact information so that the public body can contact you about the request;
- an e-mail address, if any, where correspondence may be sent.

About your request

If you need help to find out what records a public body has, contact the CSCN.

1. What kind of information do you want to access?

Check general or personal information.

A request for general information is information other than your own personal information (see below). For example, general business of the Division.

- There is an initial fee of \$25.00.
- Make the cheque payable to **Conseil scolaire Centre-Nord**.
- The records are provided when the fee is paid in full.

A request for personal information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information, or that of your child(ren) or for personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.

Continuing request

You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

2. Do you want to receive a copy of the record or examine the record? Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

About the information you want to access

1. What records do you want to access?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting your own personal information, give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.
- you may be asked to provide government-issued ID to verify your identity.

If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

2. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access (e.g. if you want records for the period January 1, 2023 to August 31, 2024 or you want records from January 2024 to present etc.)

Your signature Sign and date the form.

Where to send your request

Send your completed form, and initial fee if applicable, to Laura Devaney.

Via email: ldevaney@centrenord.ab.ca

Regular mail to: Laura Devaney

Conseil scolaire Centre-Nord
302, 8627 91 St NW
Edmonton, AB, T6C 3N1