



# School District No.59 (Peace River South)

## Freedom of Information and Protection of Privacy Act REQUEST FORM

### Instructions:

To make a request under the Freedom of Information and Privacy Act (“the Act”) for access to records within custody or control of the Board of Education of School District No. 59 (PRS), please complete this form and submit it to the Privacy Officer at [cfennell@sd59.bc.ca](mailto:cfennell@sd59.bc.ca) or by mail to 11600-7<sup>th</sup> Street, Dawson Creek, BC V1G 4R8.

### Please Note:

- Persons requesting their own personal information will be required to provide proof of identity before records will be released.
- Requests may be subject to fees in accordance with the Act. If fees are expected, the School District will provide an estimate of the fees before fulfilling the request.
- Please refer to [Records Available to the Public Without a Request](https://www.sd59.bc.ca/district/privacy-information/public-records) (<https://www.sd59.bc.ca/district/privacy-information/public-records>) to review information and records available to the public.
- As outlined in Section 7 of the [FOIPPA Policy and Procedures Manual](#), public bodies have a 30-day limit, excluding holidays and Saturday’s, to respond to freedom of information requests.

<b>CONTACT INFORMATION:</b>			
Contact Name:		Organization:	
Complete Address:			
Phone:		Alternate Ph:	
Email:			
Delivery Method: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Other:			
Delivery Instructions:			
<b>DETAILS OF REQUEST:</b>			
Please describe the records you are requesting. Be as specific as possible. You may attach further information to your request.			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date: