Regional District of Central Okanagan

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO RECORD

Please submit via email to foi.privacy@rdco.com

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST			
Regional District of Central Okanagan			
YOUR NAME – PLEASE PRINT			
LAST NAME	FIRST NAME		
YOUR ADDRESS			
STREET, APARTMENT #, PO BOX	CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE
YOUR CONTACT INFORMATION			
PHONE	EMAIL		
DETAILS OF REQUESTED INFORMATION			

The Freedom of Information and Protection of Privacy Act can only be used to request copies of recorded information, not to pose questions.

Information requested (please describe the records you are requesting – be as specific as possible as this will assist the request process. Attach a separate sheet if the space below is not sufficient). Please specify any reference or file number(s), if known.

Time frame. *Please provide the date range of the records.*

From date: To date:

Are you requesting access to another person's personal information? ☐ YES ☐ NO
(if so, please attach as appropriate).
a) That persons' signed consent for disclosure, or
b) Proof of authority to act on that person's behalf

PREFERRED METHOD OF ACCESS TO RECORDS	SIGNATURE	DATE SIGNED
☐ EXAMINE ORIGINAL AT THE REGIONAL DISTRICT OFFICE ☐ RECEIVE COPY – PICK UP AT THE REGIONAL DISTRICT OFFICE ☐ RECEIVE COPY VIA MAIL		

Personal information contained on this form is collected under Section 26 of the *Freedom of Information Protection of Privacy Act* and will be used only for the purpose of responding to your request. A Local Government has 30 business days to respond to a request for information.