



Request for Access to Records

The City of Penticton respects your privacy and is committed to protecting your personal information. Your personal information is collected in accordance with Section 26(c) of *The Freedom of Information and Protection of Privacy Act* for the purpose of processing your request and will only be used for this purpose. If you have any questions about the collection access, use, or disclose your personal information, please contact: Officer/Head of FOIPPA at foi@pentiction.ca.

About you	
First Name	Last Name
Business/Organization name (if applicable)	

Choose at least ONE form of contact.

Phone number	Email		
Address	City	Province	Postal Code

About your request

Are you requesting access to another person's personal information?

If you are requesting information on behalf of another person, you must provide either: Yes No

- Proof of authority to act on that persons behalf, OR
- That person's signed and informed consent

Description of records requested

Be as specific as possible. When possible, include: keywords, file types, file numbers, categories of records to exclude. Attach a separate sheet if the space below is not sufficient.

Address. *For greater clarity, please provide the address of the records.*

Time frame. *For greater clarity, please provide the date range of the records.*

From Date:

To Date:

Preferred method of access <input type="checkbox"/> Examine original <input type="checkbox"/> Receive electronic copy <input type="checkbox"/> Receive paper copy	Your signature	Date Signed
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