

Request to Access Information

If you have questions about filling out this form, please contact EPL's Privacy Coordinator at 780-496-7051 or access@epl.ca. Applications can be accepted via email at access@epl.ca, by mail or in-person at Stanley A. Milner Library 7 Sir Winston Churchill Square, Edmonton, Alberta, T5J 2V4.

About you

Last Name		First Name	
Name of Company or Organization (if applicable):			
Mailing Address:			
City:		Province:	Postal Code:
Contact phone:	Alternate Phone:	Email Address:	

About your request

Request type:

☐ General Information (\$25 initial fee)
 ☐ Personal Information
 ☐ Personal Information on behalf of someone else (Attach *Authorization of Representative* form)

About the information you want to access

What records do you want to access? Please keep your request simple, clear, and focused. You may attach additional documents to describe your request.

I would like to request access to information dated:

From (MM/DD/YYYY):

To (MM/DD/YYYY):

Delivery options

Select a delivery option. You will be notified when documents are ready.

- ☐ Email
☐ Hard Copy (mail)
☐ Hard Copy (in-person pick up)

Your signature

I certify that the information provided on this application is accurate and complete.

Name (Please Print)

Signature

Date

This collection is authorized under Section 4 (c) of the Protection of Privacy Act and is managed and protected in accordance with this Act. In aggregate form (non-personal), your information will be used and disclosed for program assessment and reporting purposes. Your personal and financial information will be managed in accordance with the Act. If you have any questions about the collection, use, or disclosure of your personal information, please contact the Privacy Coordinator at 7 Sir Winston Churchill Square, Edmonton, AB, T5J 2V4, or at access@epl.ca.

Frequently Asked Questions

What is a "Personal" request?

A "personal" request is a request for records that are about you. Examples of a personal request include your employee file, library account or customer suspension information.

What is a "General" request?

A "general" request is any request that is not a "personal" request. Examples of general requests include an agreement, report or emails.

What is a "Personal information request on behalf of someone else"?

This is a request for personal information about a person other than yourself, and that person has given you permission to make the request. When making this type of request, you must provide proof that you have permission.

What does it cost to submit a request?

There is no initial fee for personal requests (including when you make a request on behalf of someone else). You must pay a \$25 initial fee for a general request. Work will not start on your request until you have paid the fee.

How can I pay the \$25 initial fee for a general request?

Payment can be made by cheque, cash or credit card.

- Call 780-490-8327 and pay by credit card (Monday - Friday, 8:30am -4:30pm)
- Cheques can be mailed to:
Attention: Privacy Coordinator
Stanley A. Milner Library
7 Sir Winston Churchill Square
Edmonton, AB T5J 2V4
- In Person at:
Stanley A. Milner Library
7 Sir Winston Churchill Square
Edmonton, AB T5J 2V4

Will additional fees be charged?

- The initial \$25 covers up to \$150 worth of processing fees. You will be advised if any additional fees may apply.
- If the total cost of processing your request is more than \$150, you will be asked to pay a 50% deposit of the estimated fees. You may discuss revising your initial request with the Privacy office.
- The records are provided when the fee is paid in full.

Will I get everything I ask for?

Your request for information will be processed subject to limited and specific exceptions under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

When will I get my information?

The Access to Information Act (ATIA) and the Protection of Privacy Act (POPA) Acts provides EPL with 30 days to respond to your request. This timeline may be extended for reasons allowable under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA) Acts.