

Access to Information Request Form

For requests under Alberta's Access to Information Act

Use this form to request records in the custody or under the control of Christ The Redeemer Catholic Schools. Provide enough detail to allow CTR Catholic to identify and locate the records. A written request may also be submitted without this form. If you are a lawyer or other representative requesting personal information for another person, written authority must be provided before records can be processed or released.

1. Applicant / Requester Information

Full name, Organization / law firm, if applicable, Mailing address, Phone, Email, Preferred contact

2. Representative / Lawyer Information

Are you making this request on behalf of another individual? Name of person represented, Relationship / authority, Written authorization or proof of authority is attached:

Examples: signed client authorization, consent, court order, guardianship documentation, power of attorney, or other proof of authority.

3. Type of Request

General information (an initial fee may apply), My own personal information, Personal information of my child(ren), Personal information of someone I represent

Note: An initial fee may apply to general information requests. Additional fees may apply depending on the scope and volume of records.

4. Record Delivery Preference

Do you want to: Receive a copy of the record, Examine the record

5. Records Requested

What records do you want to access? Include the school/site/department, names, subjects, keywords, record types, or systems where records may be located.

Text input field for records requested

What is the time period of the records? Please give specific dates or date ranges.

Text input field for time period

6. Request Options

These options may help narrow the search and speed up processing. Select only if you want these records eliminated from the final record package.

Calendar invites, Draft records, Emails only to organize a meeting, Solicitor-client or litigation privilege records, Third-party business information, Third-party personal information

7. Attachments / Supporting Documents

Proof of identity attached, Proof of authority attached, Initial fee attached/paid, Other attachment(s)

Additional notes about attachments, if needed:

Text input field for additional notes

8. Applicant Declaration and Signature

I certify that the information provided on this form is accurate to the best of my knowledge. If I am acting on behalf of another person, I certify that I am authorized to do so and have provided supporting documentation.

Signature, Date

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Instructions for Completing This Form

Before making a request:

Many records can be accessed without a formal request. Contact CTR Catholic if you need help determining whether this form is required.

How to make a request:

A request must be in writing, be submitted to the public body that has custody or control of the record, include enough detail to locate the record, and include any required fee.

Response timeline:

CTR Catholic will respond within the timelines set out in the Access to Information Act. The usual response period is 30 business days unless extended in accordance with the Act.

Personal information requests:

You may be asked to provide government-issued identification to verify your identity.

Requests for another person's information:

Provide the person's full name and proof that you have authority to act for that person.

Describe the records clearly:

Include dates, names, schools, programs, departments, subject lines, keywords, record types, and other helpful details.

Need more space?:

Attach a separate page and clearly label it with your name and the section it continues.

9. Where to Send Your Request

Send your completed request form, and initial fee if applicable, to the Access to Information and Privacy Coordinator at Christ The Redeemer Catholic Schools.

Cindy Nickerson, Access to Information and Privacy Coordinator

Christ The Redeemer Catholic Schools

Email: cnickerson@redeemer.ab.ca Phone: 403-938-8076

The \$25 initial fee may be paid online at:

https://christtheredeemer.schoolcashonline.com/Fee/Details/31439/18/False/True

Internal Use Only - CTR Catholic

Date received

Request number

Assigned to

Clarification, fee estimate, proof of authority, or other follow-up required:

No Yes

Response due date

Extension required:

No Yes

Closed date

Fee estimate issued:

No Yes Final response sent

Comments

10. Collection Notice

The personal information collected on this form is collected for the purpose of receiving, clarifying, processing and responding to an access to information request, including confirming identity or authority where required. This collection is authorized by section 4(c) of Alberta's Protection of Privacy Act. The information will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of that Act. Questions about this collection may be directed to CTR Catholic's Access to Information and Privacy Coordinator at cnickerson@redeemer.ab.ca or 403-938-8076.