



Request for Information

I am hereby requesting a copy of all records which contain my personal information from your organization.

About you

Title <i>(optional)</i>		Last Name		First Name	
Name of Company or Organization <i>(if applicable)</i>					
Mailing Address		Street	City/Town/Village		Province
					Postal Code
Telephone Number <i>(daytime)</i>		Telephone Number <i>(evening)</i>		Fax Number	
()		()		()	
E-mail Address			OCOT Member ID		

About your request

Do you want to: Receive a copy of your records? OR *examine the records in person?

* Note in person examination of records can only be done at The Ontario College of Trades office at PO Box 20009 RPO Bay Adelaide, Toronto, Ontario, this form must be submitted in advance and a date and time will be scheduled for the requestor.

1. What records do you want to access?

Please give as much detail as possible. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)

About the information you want to access

2. What is the time period of the records? Please give specific dates.

Signature	Date
-----------	------

Your signature

Where to send your request

Send your completed request form to membership@collegeoftrades.ca
Attention: Member Records Department
 Please allow 10-15 business days for your request to be processed.

Important information

The Ontario College of Trades (the "College") reserves the right to refuse or sever access to information for any of the following reasons (a) if doing so would likely reveal personal information about a third party without their authorization; (b) the information is protected by solicitor-client privilege; (c) to do so would reveal confidential commercial information; (d) to do so could reasonably be expected to threaten the life or security of another individual; (e) the information relates to an investigation or inspection under the Ontario College of Trades and Apprenticeship Act, 2009 (the "OCTAA") and producing the information would compromise the investigation or inspection; (f) the information was generated in the course of a formal dispute resolution, review or hearing process; (g) the information is subject to different disclosure processes or requirements under the OCTAA, the Regulations under the OCTAA, or the College's by-laws, in which case those different processes or requirements will be followed; or (h) other reasonable grounds as may be determined by the College

FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments