



BELLEVILLE POLICE SERVICE

REQUEST FORM FOR INFORMATION

Under the *Municipal Freedom of Information and Protection of Privacy Act*

REQUEST FOR COPIES OF POLICE REPORTS \$50.00		FREEDOM OF INFORMATION REQUEST \$5.00	
Copy of General Occurrence Report Copy of Motor Vehicle Accident Report Other. Please indicate: <hr/>		Access to general records Access to own personal information Correction of own personal information	
YOUR INFORMATION (PLEASE PRINT CLEARLY)			
LAST NAME			DATE OF BIRTH
FIRST NAME		MIDDLE NAME	
ADDRESS			
CITY/TOWN		PROVINCE	
TELEPHONE NUMBER		EMAIL	
DESCRIPTION OF REQUEST			
Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)			
INCIDENT NUMBER (if known): _____			
Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information. This is strictly for personal information (i.e. date of birth, name change/spelling, incorrect address, etc.).			
SIGNATURE			DATE

FOR OFFICE USE ONLY

EACH REQUEST MUST BE ACCOMPANIED BY THE APPROPRIATE APPLICATION FEE.

PAYMENT: Cash

Debit/Credit

RECEIPT#

BADGE#

General Information

Access to General Records

All records are subject to access requests except records to which mandatory and discretionary exemptions apply.

In addition to the application fee, there is a legislated fee schedule for the processing of access requests for general records (other computer related fees may also apply), including:

\$0.20 per page for photocopying

\$7.50 for each 15 minutes searching/preparing records

Access to Own Personal Information

Information relating to the requester themselves is referred to as personal information. Similar to general records, mandatory and discretionary exemptions may apply. **The requester will be required to provide 2 pieces of government issued identification, prior to the release of any personal information.** The following fees will be

charged for personal information requests (*other computer or copy-related fees may also apply*):

\$0.20 per page for photocopying.

Mandatory Exemptions

Subject to certain exceptions, mandatory exemptions require an institution to refuse disclosure of:

- information concerning law enforcement, if the information was received in confidence.
- third party personal information if supplied in confidence and its disclosure could prejudice the interest of the third party.
- personal information about individuals other than the requester.

Discretionary Exemptions

This allows an institution to determine whether it will disclose the requested record or portion, but subject to exceptions that require some records to be disclosed in their entirety, including:

- draft by-laws, private bills and records of closed meetings where such are authorized by statute.
- advice and recommendations within the institution, except where the material relates primarily to factual information.
- law enforcement.
- information which could prejudice the financial or other specified interests of the institution.
- solicitor-client privilege.
- information which could endanger the health or safety of an individual.
- information already available to the public or soon to be published.

Privacy Protection

The institution is obliged to follow rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control.

If an individual feels his or her privacy has been compromised by an institution governed by the Act, he or she may complain to the Information and Privacy Commissioner.

CHEQUE OR MONEY ORDERS SHOULD BE MADE PAYABLE TO THE BELLEVILLE POLICE SERVICE.

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.