



Woodstock Police Service

Freedom of Information Request

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

Request for:

- Access to General Records
- Access to Own Personal Information
- Correction to Own Personal Information

Name of Institution request made to:

Woodstock Police Service
615 Dundas Street
Woodstock, Ontario
N4S 1E1

Personal Information of Applicant

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records: same as below, or: _____

Last Name	First Name	Middle Name
Date of Birth (YYYY-MM-DD)	Current Address (Number, Street, City, Province, Postal Code)	
Telephone Number	Email Address	

Details 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 personal

Type of Incident(s)	Date of Occurrence(s)
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Address of Occurrence

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 person information.

Signature of Applicant	Date
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Receipt #	Fee Collected	Collected by
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Municipal Freedom of Information and Protection of Privacy Act

The following information is a brief explanation of the process for submitting a Freedom of Information request to the Woodstock Police Service. *For more information, please refer to the Municipal Freedom of Information and Protection of Privacy Act.*

1. Freedom of Information request forms are available in person at the Woodstock Police Service headquarters located at 615 Dundas Street, Woodstock, Ontario, N4S 1E1.
2. One piece of government issued photo Identification is required.
3. Payment can be made using exact cash, debit or credit. A standard \$5.00 application fee applies.
4. Requests can be made for either personal or general information
5. If there are charges before the courts or if releasing a report will impede an investigation, your request will be denied.
6. Further fees will apply (i.e. photocopying, search time, preparation time, DVD's, etc).
7. Requests may take 30 to 90 days to process, as per the Freedom of Information legislation. You will receive a phone call once your request has been completed.

Freedom of Information requests will ONLY be accepted during regular business hours, Monday through Friday from 8:00 a.m. to 8:00 p.m.

Please note that you are entitled to your OWN information only. The release of personal information of any other parties involved in the incident will be omitted unless we go through the third party process, (see paragraph below for an explanation of this process) as contained in the Act, to be followed. Without the consent of the affected persons, all of their personal information (i.e. name, address, date of birth, statement, etc.) will be omitted from the released records. **

Third Party Process: When a Freedom of Information application is made where the applicant is requesting personal details of another person, the third party process must be followed. This involves the Woodstock Police Service attempting to obtain consent from the affected parties in order for their information to be released to the applicant. Should we not receive consent; the information will be omitted from what is released.