

Freedom of Information Request Form

This request must be accompanied by the \$5.00 application fee. Please make cheque payable to Toronto East General Hospital and mail or deliver to: Information and Privacy Officer, Toronto East General Hospital, 825 Coxwell Ave. Toronto, ON M4C 3E7.

Requester's Information		
Last Name	First Name	Middle Initial
Mailing Address (Street, apartment #)		
City	Province	Postal Code
Daytime telephone number	E-mail address	

Type of Request	
Request for:	Preferred method of access to records:
<input type="checkbox"/> Access to general information	<input type="checkbox"/> Examine original (on site only) or
<input type="checkbox"/> Access to own personal information	<input type="checkbox"/> Receive a copy
<input type="checkbox"/> Correction to own personal information	

Signature

Date

Description of Records
Please provide as much detail as possible about the request. Specify the time period for the records as precisely as possible. Attach a separate sheet of paper if additional space is needed. If you are requesting access to your own personal information, please include all previous names and your date of birth. Please identify the information bank or record containing the personal information you are requesting, if known.

All requests for personal information will require proof of identification before information can be released.

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.

For Toronto East General Use Only		
Date Received	Request Number	Comments

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to respond to your request. Questions about this collection should be directed to the Information and Privacy Officer at Toronto East General Hospital at 416-469-6580 x7781.