

Instructions

Please

- Make only one request on each application form.
- Describe the records or information you are seeking in as much detail as possible.
- Mail, email or deliver this form to Memorial's Information Access and Privacy (IAP) Office. If you are emailing a request, please ensure the following:
 - You write "ATIPP Request" in the subject line of your email, and
 - You do not include the wording of your request in the email (only include it in the attached ATIPP request form).
- When submitting a personal information request on behalf of someone else, remember to attach a proof of authority form.
- Keep a copy for your records.
- Please note that under authority of section 25 of the *Access to Information and Protection of Privacy Act (the Act)* you may be asked to pay certain additional costs for locating records, before gaining access to records.
- Please note that as per section 12 of the *Act*, your identity will only be made known to the person processing your request, unless the request is for your own personal information or when the identity is required to respond to the request and you have consented.
- Please note that if Memorial University does not respond within 20 business days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 42 of the *Act*, or you may appeal to the Supreme Court Trial Division under section 52 of the *Act*.
- The *ATIPPA* may be viewed in its entirety at <http://www.assembly.nl.ca/Legislation/sr/statutes/a01-2.htm>.
- Further information about making a request for access is available on the Information Access and Privacy Office web site which may be found at www.mun.ca/iap.
- IAP Office
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