Toronto Seniors Housing Corporation
423 Yonge Street, 2nd Floor, Toronto,
Ontario M5B 1T2

Toronto Seniors Housing Corporation

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

MFIPPA REQUEST FORM

Part A – Requester Information (To be completed in full by Requester)

❑ Mr. ❑ Mrs. ❑ Ms. ❑ Miss	Last Name	First Name	Middle Name
Address	City or Town	Province	Postal Code

Daytime Telephone Number	If request is for access to, or correction of personal information records, indicate if:	Forward Request to:
Evening Telephone Number	❑ last name appearing on records is same as above; or	**Board Secretary**
E-Mail Address	❑ Other (specify) _____	**Toronto Seniors Housing Corporation**
		423 Yonge Street, 2nd Floor
		Toronto, Ontario M5B 1T2

Request for:

❑ **Access to General Records** ❑ **Access to Own Personal Information** ❑ **Correction to Own Personal Information**

❑ **$5.00 Application Fee attached**
The application fee of $5.00 ***must*** *accompany all requests. Please make cheque or money order payable to* ***Toronto Seniors Housing Corporation****.*

❑ **Government issued Photo Identification attached**
Please include a copy of a government issued photo identification if the request is for your personal information. Examples are: Drivers' License, Ontario Photo Card, Citizenship Card, first photo page of Passport

Please note that there may be processing charges associated with your request, including a $0.20 per page photocopying fee

Detailed description of requested records. Add extra pages if necessary. (*If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation*)

Date of Record	Description of Requested Record

Preferred method of access to records	Signature of Requester	Date of Signature		
❑ **Examine original** ❑ **Receive copy**		Day	Month	Year

Part B: For Office Use Only

Date of Request Received			Date of $5.00 Application Fee Received			FOI Number:	Comments:
Day	Month	Year	Day	Month	Year		
Received By: Name (Department)			Received By: Name (Department)				

Personal information contained on this form is collected under s. 28(2) of the *Municipal 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: Board Secretary, Toronto Seniors Housing Corporation, 423 Yonge Street, 2nd Floor Toronto, Ontario M5B 1T2, accesstoinfo@torontoseniorshousing.ca