UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

Access Request Form

Freedom of Information and Protection of Privacy Act

Request For:	☐ Access to General Records ☐ Access to Own Personal Records*

*If the personal Records you are requesting can be found within your HR files or for changes to your personal records please contact:
The Ottawa Hospital HR Department: Civic 613-761-4727, General 613-737-8330
University of Ottawa Heart Institute HR Department: Ms Julie Lemonde JLemonde@ottawaheart.ca or 613-696-7000 ext 14721

Requester's Information			
☐ Mr ☐ Mrs ☐ Ms ☐ Miss			
Last Name:	First Name:	Middle Name or Initial:	
Unit Number:	Street Number:	Street Name:	
City:	Province	Postal Code:	Country:
Day time Telephone Number:	Evening Telephone Number:		
Email Address:			

Detailed description of requested records
Department(s) holding requested record(s), if known:

Preferred method of access to records: ☐ Examine Original ☐ Receive Copy	**Signature**	**Date (yyyy/mm/dd)**

Payment Amount:
A $5.00 application fee is required for each request. Payment may be made by mail or in person at the University of Ottawa Heart Institute, Finance and Administration H2406, 40 Ruskin St, Ottawa, ON, K1Y 4W7.
Please make your cheque or money order payable to the University of Ottawa Heart Institute.

Personal Information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your requests.

Questions about this collection should be directed to:
The Freedom of Information and Privacy Coordinator, University of Ottawa Heart Institute,
Finance and Administration H2406, 40 Ruskin St, Ottawa, ON, K1Y 4W7.
Telephone: (613)696-7000 x17128 Email: foi@ottawaheart.ca

For Office Use Only		
Date Received	**Request Number**	**Comments:**