ACCESS REQUEST — PERSONAL INFORMATION

INSTRUCTIONS

Complete this form, providing all the required information. The Secretary-General may receive the form by email (accesstodocuments.secretariat@mcgill.ca) or by mail to the following address:

Secretary-General, Access to Documents and Protection of Personal Information
James Administration Building, Room 313
845 Sherbrooke Street West
Montréal (QC) H3A 0G4

RIGHT OF ACCESS

Pursuant to section 83 of the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information* (the "Act"), every person has the right to be informed of the existence of personal information concerning him or her in a personal information file. Every person has the right to obtain any personal information kept on him or her. Notwithstanding the foregoing, a minor under 14 years of age is not entitled to be informed of the existence of or to obtain personal information of a medical or social nature which concerns him or her, contained in the record established by a health or social services institution referred to in the second paragraph of section 7 of the Act.

LINKS TO RELEVANT INFORMATION

For additional information, please consult the Commission d'accès à l'information.

Staff members requesting the contents of their personnel files may contact Human Resources. Students requesting the contents of their student files may contact Enrolment Services. Please note that only requests for personal information submitted through the Secretariat are eligible for the right of appeal pursuant to section 135 of the Act.

REQUESTOR'S IDENTIFICATION*

Name:	Title:
Email:	
Name of company or organization (if applicable):	

*The collection of personal information is required to process this request. Questions regarding the use of personal information may be directed to accesstodocuments.secretariat@mcgill.ca. If you are requesting personal information about another person, you must attach proof that you can legally act for that person (for further details, see section 94 of the Act). Please note that such requests cannot be considered except in exceptional circumstances.

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DOCUMENTS REQUESTED

To be receivable, a request for access to documents must be sufficiently precise to allow the documents to be located. The more specific the request, the more quickly and accurately it can be processed. Please describe the documents you are requesting, providing as much information as possible (e.g., type and format of document, date range, etc.). A request for personal information without any further precisions means a request for the contents of a personal file held by McGill in the exercise of its functions.

LOCATION OF DOCUMENTS

Indicate where you believe the requested documents to be held (e.g., department, faculty, university unit, etc.). If applicable, indicate the names of department personnel who prepared, or who may have knowledge about, the requested documents.

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NEXT STEPS

The Secretariat will send an email acknowledging receipt of your request, and will notify you if clarifications are required. If clarifications are necessary, the request will be deemed to be received on the day the clarifications are received. The Act stipulates that a response must be provided to you within 20 calendar days of the date of receipt, and that if a 10-day extension is needed you will be notified in writing. Please be advised that if documents are provided by a third party and it is necessary to contact the third party to obtain permission to release them, you will be notified of the additional delays involved. If McGill University fails to supply the requested documents within the specified timelines, you are entitled to apply to the Commission d'accès à l'information for a review of this decision.

I submit this Access to Documents Request in accordance with the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information.*	
Signature:	**Date:**