

Access or correction request

Legal Aid Ontario

Freedom of information: access or correction request form

Instructions

Type of request

Indicate what records you are requesting under the *Freedom of Information and Protection of Privacy Act*. Records that do not contain personal information are general records.

Legal Aid Ontario (LAO) is required to verify your identity before giving you access to your own personal information and will contact you during the request process to confirm your identity.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g. power of attorney, guardian or trusteeship order).

If you are an LAO applicant or client requesting your file this will include, where applicable: notes, documents and communications captured in LAO's client records management system related to applications, certificates, appeals and funds owed to LAO by the client. The names of Area Committee members will be redacted unless specifically asked for by the requester

Requester information

Please ensure you have entered your name, address, email and telephone numbers accurately. For personal information requests, please include your middle initial, client number and date of birth.

Description of records or correction requested

Provide as much detail as possible about the requested records or correction of own personal information. If you need more space, use a separate piece of paper and attach it to this form.

If you are requesting personal information records, provide the name that should appear on them. Please note that confidential client information is generally exempt from disclosure to third parties under the *Legal Aid Services Act (1998)*. Specify the time period for the records as precisely as possible, e.g. from 2008/07/21 to 2009/11/30.

If you are an LAO applicant or client requesting your file this will include, where applicable: notes, documents and communications captured in LAO's client records management system related to applications, certificates, appeals and funds owed to LAO by the client.

If you are seeking access to other types of records, please specify on your request.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents.

Indicate whether you would like to receive a copy of the requested records by mail or examine them on-site.

Payment and Acknowledgement

A \$5.00 application fee is required. For personal information requests, all additional fees are waived. For general records requests, additional processing fees may be required.

Cash payments can only be made in person. Do not send cash through the mail. If you are making a request from a correctional institution, please contact your trust officer to issue payment to LAO.

Make cheques payable to Legal Aid Ontario.

Please submit the form and payment to:

Freedom of Information
Legal Aid Ontario
40 Dundas St. W., suite 200
Toronto ON
M5G 2H1

Type of request

- Access to general records (non-personal information)
- Access to own personal information
- Access to other's personal information by authorized party
- Correction of own personal information

Requester information

Name (full):

Address:

Address line 2:

City:

Postal code:

Province:

Email:

Organization:

Phone:

Bus. Phone

Client information

Client #:

Date of birth:

Description of records or correction requested

Time period of the records:

to:

Method of communication

Receive by mail

Examine records (on site only)

Payment and acknowledgement

Cheque or money order

Cash (in person only; please email fippa@lao.on.ca)

Personal information contained on this form is collected under the authority of the *Legal Aid Services Act, 1998* and will be used for the purpose of responding to your request and in accordance with applicable legislation. Questions about this collection should be directed to the Privacy and Access to Information Officer at fippa@lao.on.ca.

Legal Aid Ontario materials are available in alternative formats upon request. Contact us at info@lao.on.ca.