

11) Operational Templates (Annexes)

Annex A — Access to Information Request Form (ATIA)

Applicant Full Name: _____

Organization (if any): _____

Mailing Address: _____

Email: _____ Phone: _____ Alternate: _____

Describe the records you seek (subject matter, date range, program area):

Preferred access: ☐ Copies (electronic where practical) ☐ Examine records in person

Is this a continuing request (up to 2 years)? ☐ Yes ☐ No If Yes, frequency and duration:

Request type: ☐ General (initial fee \$25) ☐ Personal information (no initial fee)

Date: _____ Signature: _____

The Municipal District of Wainwright No. 61 is collecting your name, home and or business phone number, personal and or business email address, address, and postal code under the authority of section 4 (c) of Alberta's Protection of Privacy Act. This information will be used to communicate with you regarding municipal services, account inquiries, programs, or any other municipal operating program or activity.

The Municipality may disclose your personal information where permitted or required to by law, including either the Access to Information Act or Protection of Privacy Act.

If you have any questions about the collection of your personal information, you may contact the Privacy Officer at the Municipal District of Wainwright No. 61 at 780 842 4454.

