



# RECO Request Form

**Request for:**

- Access to General Records
- Access to Own Personal Information
- Correction to Own Personal Information

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records:  same as below, or:

First Name:

Middle Name(s):

Last Name:

Address:

City:

Province:

Postal Code:

Telephone No. (Day):

Telephone No. (Evening):

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

**Preferred method of access to records:**  Examine Original  Receive Copy

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Fees Policy:

In furtherance to section 8 of the Code, Fees, this outlines the process for the estimate and payment of fees associated with the retrieval and production of Records.

### Costs

The costs associated for providing Access to Records is determined on a case-by-case basis, and may include their research or retrieval. The following chart provides a guideline for how RECO will determine the cost associated with obtaining Access to Records.

#### Deposit

Initial Records Retrieval Deposit: \$100.00

#### Research

First two hours: \$50.00

Each additional hour: \$50.00

#### Copying

Photocopying: \$0.75/page

CD-ROMs: \$5.00/per CD

Certified Copies: \$5.00/Cert. Copy

#### Retrieval

Cost of retrieving file(s) from storage: TBD

### Deposit

For all requests for Access to Records, RECO requires that it be provided with a deposit of \$100.00. This money will be held by RECO in a non-interest bearing account, and applied against the cost of providing the requestor Access to the Records. Once the Records have been provided to the requestor, any remaining deposit funds will be returned to the requestor.

### Estimates: Large Requests for Access to Records

Where, and at its sole discretion, RECO determines that a request for Access to Records will be excessive, it will provide the requestor with an estimate for providing Access to the Records. The Requestor will then provide RECO with a deposit in the amount of the estimate, which RECO will deposit into a non-interest bearing account. If providing the requestor with Access to the Records exceeds the initial estimate, RECO may ask the Requestor to deposit additional funds. Once the Records have been provided to the requestor, any remaining deposit funds will be returned to the requestor.

### Payment

Payments are to be made to RECO using Interac e-Transfer. Direct payments to [accounting@reco.on.ca](mailto:accounting@reco.on.ca).

Step-by-step:

- Log into your online or mobile banking app and select the account.
- Add RECO (email: [accounting@reco.on.ca](mailto:accounting@reco.on.ca)) as the recipient.
- Enter payment amount and description, then click send.
- No password is required as RECO has auto deposit turned on.

Please contact RECO at [PrivacyOffice@reco.on.ca](mailto:PrivacyOffice@reco.on.ca) if additional payment options are needed.

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## For RECO Use Only

Date Received:

Request Number:

Comments:

Personal Information contained on this form is collected pursuant to RECO's Access and Privacy Code, and the Procedures and Practices made thereunder. Personal Information will be used for the purpose of responding to your request. Questions about this collection should be directed to RECO's Chief Privacy Officer at [PrivacyOffice@RECO.on.ca](mailto:PrivacyOffice@RECO.on.ca).