

## Individual Request for Access to Records (RAR)

I, the undersigned, authorize Family and Children's Services Niagara ("FACS") to search their records with respect to:

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Name of Individual Seeking Access

As indicated below, the personal information sought includes details relating to (indicate which of the following apply to your request for access to record):

- Access to personal information
- Correction to personal information

Please indicate below if your request pertains to a specific date, time period or document type:

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I understand that FACS currently uses Child Protection Information Network (CPIN) as their record system. I understand that when a Children's Aid Society ("CAS") using CPIN searches for my record, it will find all records **of my involvement with all Ontario CAS's also using CPIN**. I agree that CPIN can be used to conduct a child welfare search in relation to my consent, in addition to other record systems used by individual CAS's. I further understand that my information will be entered into CPIN in relation to the processing of this request for access to record.

### Identifying Information Required for a Record Check

Preferred pronoun (optional)

He/Him/His

She/Her/Hers

They/Them/Theirs

Other (specify):

Full legal name appearing on records *	
Birth name	
Preferred name	
Date of birth (day/month/year) *	
Race/Ethnicity	
First nation, Inuit or Métis Ancestry (please specify)	
Current phone number	
Current address	

\* Required Information

## Individual Request for Access to Record (RAR)

Length of time at current address	
Previous addresses, as applicable (street address, city, province)	1.
	2.
	3.
	4.

### Children:

Full name(s)	Other prior or known names	Date of birth

### Note:

Under subsections 299 through 302 of the CYFSA, any individual who is 16 years of age or older must authorize in writing their consent to the collection, use or disclosure of their personal information. FACS Niagara may determine any individual of any age capable of consenting to the collection, use or disclosure of their personal information and may require a valid consent in writing in relation to an Access or Correction request.

To protect your privacy, FACS requires verification of the identity of each individual seeking access to records, as well as the identity of the related children (subject to required consents) prior to processing your request for records. As preferred practice one piece photo identification is required.

If you are unable to supply the required proof of identification, Contact the Privacy Designate at [recordsdisclosure@facsnigara.on.ca](mailto:recordsdisclosure@facsnigara.on.ca) to discuss further.

Note: For purposes of protecting your identity, FACS will not maintain a permanent record of the proof of identification that you provide to us. Copies of identification that you provide will be destroyed at the completion of processing your access to records request.

### Substitute decision-maker information

*(If you are not a substitute decision maker, skip this section.)*

If you are a substitute decision-maker (such as a parent or guardian) requesting on behalf of someone else, please describe your role and explain your relationship. You may be asked to provide supporting documentation.

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**Information about your access request**

*(If you are only seeking correction to your personal information, skip this section).*

Please provide a detailed description of the personal information you are requesting and details that will assist in locating this information (such as dates, names of staff, etc.)

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FACS Niagara must respond in writing to your access request within 30 calendar days. You have the right to make a complaint about that decision to the Information and Privacy Commissioner of Ontario. See below for contact information.

**Information about your correction request**

*(If you are only seeking access to your personal information, skip this section).*

Please provide a detailed description of the record(s) of personal information you would like corrected and explain why the record(s) is(are) inaccurate or incomplete. Please include any information that will be needed to correct your personal information.

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**All records will be provided to you via Secure Email.**

*How may we contact you for follow-up in relation to this request? (select all that apply)*

In writing (mailing address: \_\_\_\_\_)

Telephone \_\_\_\_\_

Please indicate if  Home;  Cell;  Work; or  Other

Please specify if anyone else shares this phone with you  Yes  No

If Yes, can a message be left for you?  Yes  No

\* E-mail

\* If selecting this method of communication, I consent to being contacted at the following E-mail address ( \_\_\_\_\_ ) I acknowledge that sending E-mail over the Internet is not secure, in that it can be intercepted, manipulated and/or retransmitted. Communicating by email containing identifying information will only occur with signed authorization.

Additional Directions, as may be relevant:

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Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of witness/relationship \_\_\_\_\_

Signature of witness \_\_\_\_\_

The personal information on this form is collected pursuant to the Child, Youth and Family Services Act, 2017 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Privacy Designate at [recordsdisclosure@facsnigara.on.ca](mailto:recordsdisclosure@facsnigara.on.ca). For more information, please see our Notice of Information Practices at <https://www.facsnigara.on.ca/wp-content/uploads/2020/01/Notice-of-Information-Practices.pdf>.

If you have questions or concerns regarding our organization’s privacy policy and practices, you should first contact FACS Niagara directly. If your privacy questions have not been answered or your inquiry has not been satisfactorily addressed, you should then contact: Information and Privacy Commissioner of Ontario 2 Bloor Street East Suite 1400 Toronto, Ontario M4W 1A8 Email address: [info@ipc.on.ca](mailto:info@ipc.on.ca) Telephone: (416) 325-7539 Long Distance: 1-800-387-0073.