

FREEDOM OF INFORMATION  
AND PROTECTION OF  
PRIVACY ACT



Shared health  
Soins communs  
Manitoba

**APPLICATION FOR ACCESS**

Please see reverse for instructions

**Applicant**

Last name	<input type="text"/>	First Name	<input type="text"/>		
Address	<input type="text"/>	Postal Code	<input type="text"/>	Province	<input type="text"/>
Daytime Phone	<input type="text"/>	Fax	<input type="text"/>		

**I wish to obtain access to the following records** (Attach additional page for description if required)

**Applicant's Signature:** \_\_\_\_\_

*For Public Body Use Only*

*Date Received* \_\_\_\_\_ *FIPPA Reference No.:* \_\_\_\_\_

**Send to: Shared Health FIPPA Access and Privacy Coordinator  
4<sup>th</sup> Floor – 650 Main Street  
Winnipeg MB R3B 1E2**

## Instructions

### Please

- Make only one request on each application form.
- Describe the records or information to which you want access in as much detail as possible.
- Send or take this form to the **Shared Health Access and Privacy Coordinator, 4<sup>th</sup> Floor, 650 Main Street, Winnipeg MB R3B 1E2.**
- Keep a copy for your records.
- If this request is for personal information of another individual, please attach proof of authority.
- Note that you may be asked to pay certain fees as prescribed by the *Access and Privacy Regulation* before gaining access to records.
- Note that if Shared Health does not respond within 30 days of receipt of this application, or if the public body extends this 30 day time period under subsection 15(2) of the Act, you may file a complaint with the Office of the Ombudsman.

**The personal information you provide on this form is needed to respond to your access request. It is collected under the authority of clause 36(1)(a) of *The Freedom of Information and Protection of Privacy Act* (the “Act”) and the *Access and Privacy Regulation*. Your personal information is protected by the Act. We cannot use or disclose your personal information for other purposes unless you consent or we are authorized to do so by the Act.**

**If you have any questions about your personal information, please contact the Shared Health FIPPA Access and Privacy Coordinator.**