

Request to Access Information

Personal information on this form is collected under S.33(c) of the Alberta's *Freedom of Information and Protection of Privacy Act* and will be used for the limited purpose of processing your request. If you have any questions or concerns, please contact the FOIP coordinator at 403-539-2528 or privacy@aeso.ca.

See instructions for completing this form.

APPLICANT INFORMATION:

Last Name	First Name	Company Name or Organization <i>(if applicable)</i>
Mailing Address <i>Street</i>	City/Town/Village/Province	Postal Code
Telephone Number <i>(daytime)</i>	Telephone Number <i>(evening)</i>	Fax Number
E-mail Address (include only if you consent to communicating about your request by email).		

REQUEST INFORMATION:

1. What kind of information do you want to access?

- General information (An initial fee of \$25 is required – see instructions for explanation of fees.)
- Your own personal information (*No initial fee is required for personal information.*)

2. What records do you want to access? Please give as much detail as possible. *(If you want access to your own personal information, be sure to give all your previous names, if applicable. For another person's information, you must attach proof that you can legally act for that person.)*

3. What is the time period of the records? Please give specific dates. *(See instructions for details)*

Your Signature	Date
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WHERE TO SEND YOU REQUEST:

Send your completed request form and initial fee if applicable, to the AESO FOIP Coordinator at.

AESO FOIP Office
 Calgary Place
 2500, 330 - 5th Ave SW
 Calgary, AB T2P 0L4

Fax number: 403-264-6225
 Email: privacy@aeso.ca

FOR OFFICE USE ONLY	
Date Received	Request Number

Request to Access Information

Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act* (the *FOIP Act*). To determine whether you need to make a request under the Act or if you need help completing the form, contact the AESO FOIP Coordinator.

About you

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about the request;
- a fax number or e-mail address, if any, where correspondence may be sent.

About your request

If you need help to find out what records the AESO has, please contact the AESO FOIP Coordinator.

1. What kind of information do you want to access?

Check **general** or **personal** information.

General information is information requested about a third party other than personal information (see below).

There is an initial fee of \$25.00.

- **The AESO only accepts payment by cheque.** Please make the cheque payable to the Alberta Electric System Operator or AESO.
- The AESO provides you with an estimate of any additional costs before processing begins.
- If the total cost of processing your request is more than \$150, you will be notified and given options to proceed. Processing will cease until fees have been resolved.
- The records are provided when the fee is paid in full.

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
- There is no initial fee for accessing your own personal information.
- If the allowable cost of processing is more than \$10, you will be notified of the fee will be notified and given options to proceed. Processing will cease until fees have been resolved.

Continuing request: This is a single request that is processed more than once at predetermined time intervals over a period of up to 2 years.

- Contact the AESO FOIP Coordinator if you are making a continuing request.
- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

Do you want to receive a copy of the record OR examine the record? Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

2. What records do you want to access?

- Be as specific as possible in describing the records
- If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting your own personal information, give:

- your full name;
- any other names that you have previously used;
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records;
- any known identifying numbers for the person. If you're requesting records for another person, you will have to provide proof that you have authority to act for that person e.g. Power of Attorney documents.

3. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access e. (e.g. if you want records for the period January 1, 2017 to August 31, 2017, enter those dates. If you want records from August 2017 to present, enter "August 2017 to present.")

Your signature

Sign and date the form.

Where to send your request

Send your completed form and initial fee if applicable, to the AESO FOIP Coordinator at the address provided on this form.