

Request for Access to Records and Information Form



Protected when completed

Step 1

Determine which PIB Department is most likely to have the record or information you are looking for.

Step 2

Provide as much details as possible about the record or information you are requesting.

Step 3

Complete all requested information to enable PIB to determine accessibility and allow PIB to contact you if clarification is required.

Step 4

Submit the completed application and enclose \$5.00 in cash, money order or cheque payable to the Penticton Indian Band at the address provided below. **There is no charge for requests from PIB members.**

Note: your request will not be considered unless you submit the application fee. After the first 5 hours of work involved in the response (which are provided by PIB at no cost), applicants will be charged \$7.50/quarter hour. Under certain circumstances, the Chief Administrative Officer may extend the time required to respond beyond 30 days.

Penticton Indian Band Program/Department

Provide details regarding the information being sought (e.g. subject matter, date range, type of records)

If you are not a Penticton Indian Band member, please indicate below how you feel that you are directly and significantly affected by information contained in the record you are seeking access to.

Method of access preferred (Please choose one)

Receive paper copies of the documents

Receive electronic copies of the documents

Examine the documents in PIB offices

Name of Applicant and Member # (if applicable)

I consent to my personal information being used to update PIB's Membership List

Street, Address, Suite

Email Address

City

Province

Postal Code

Phone Number

Signature

Date

The personal information on this form is collected under section 15 of the *Freedom of Information and Protection of Privacy Act*. The information will be used to process access

Mail to: Penticton Indian Band, 841 Westhills Drive, Penticton, BC V2A 0E8

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Access to Information Request Form 15E0167

5 Simple Tips for completing and submitting Access to Records and Information Requests

If you are a PIB Member or Non-PIB Member or PIB Member who is also employed by PIB AND are requesting for personal reason (not PIB business reasons), you may request access to records and information held by the PIB Administration.

Tip 1

PIB Program/Department – give PIB your best “guess” which program and/or department may have the records and information that you are requesting access to.

Tip 2

Provide details – clearly state what record or information you are looking for. Do not ask how, what, where, why questions.

✓ *Example: Please provide me with copies of BCRs that were approved by Chief and Council from December 1, 2015 to December 31, 2015 pertaining to any topic or event.*

✗ *Example: Why did Chief and Council sign a BCR on December 13, 2015 that allows horses to roam the reserve when they know the horses are damaging my fence?*

Tip 3

Method of Access Preferred – check only one please. If you are requesting electronic copies, ensure you include your email address.

Tip 4

Membership # – if you are a PIB Member, access may be permitted that would not be provided to a non-Member requestor.

Tip 5

Name, address, Phone Number, Email – if you are a PIB employee, ensure you only use your personal contact information, not your work contact information. Also, ensure the purpose of your access request is for your own personal reasons and not to gain access to share with another person e.g. asking for a copy of a document to give to a friend because they know you work for PIB. Individuals must request access to PIB records and information for their own personal use, not others. Contravening this may constitute a breach or other consequences.

If you would like your personal information used to update PIB's Membership Listing,

please I consent to my personal information being used to update PIB's Membership List

Where can I get these request forms?

At the PIB Administration office or by emailing communications@pib.ca These will soon be available online!

Where can I get a copy of Policy 2015-07 Information Privacy and Protection and Policy 2015-12 Access to Records and Information?

At the PIB Administration office or by emailing communications@pib.ca