



SDTC

SUSTAINABLE DEVELOPMENT TECHNOLOGY CANADA

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Access to Information Request Form

<p>Step 1 Determine that Sustainable Development Technology Canada (SDTC) is most likely to have the information you are seeking using the publication Info Source. Decide whether you wish to submit an informal request for the information or a formal request under <i>Access to Information Act</i>. If you wish to make an informal request, please write to the Access to Information and Privacy Coordinator at ATIP-AIPRP@sdtc.ca.</p>	<p>Step 2 To request information under the <i>Access to Information Act</i>, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help SDTC find it. If you require assistance, refer to Info Source, for a description records held by SDTC, or contact the Access to Information and Privacy Coordinator.</p>	<p>Step 3 Forward the access request to SDTC's Coordinator at: 1850-45 O'Connor St. Ottawa ON K1P 1A4. Enclose a \$5.00 money-order or cheque payable to Sustainable Development Technology Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.</p>	<p>Step 4 Should you have any questions about the response to your request, please contact SDTC's Access to Information and Privacy Coordinator. You have the right to complain to the Information Commissioner of Canada if you believe that you have been denied any of your rights under the Act.</p>
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Provide details regarding the information being sought (e.g., subject matter, date range, type of records)

Method of access preferred (Please choose one) Receive paper copies of the documents Receive electronic copies of the documents Examine the documents in a SDTC office

Name of applicant _____ **Email address** _____

Street, address, apartment _____ City or town _____

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This request for access to information under the *Access to Information Act* is being made by

a Canadian citizen, a permanent resident or an individual present in Canada, best described as: media academia business organization member of the public decline to identify OR a corporation present in Canada.

This information is collected for statistical purposes and is published annually on the Government of Canada *Info Source* websites (www.infosource.gc.ca)

Please note that SDTC may contact you to verify your identity and to confirm that you have a right of access under the *Access to Information Act*. _____ Date _____

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act* and is retained and used as described in Personal Information Bank PSU 901 of Sustainable Development Technology Canada.