

IMPORTANT INFORMATION – PLEASE READ FIRST

9-1-1 call recordings and other records relating to E-Comm services are under the custody and control of the originating emergency service agency and requests for their release must be made directly to that agency. Please see section 9 of the *Emergency Communications Corporations Act* (ECC Act).

Section 9(1) of the ECC Act provides:

For the purpose of the Freedom of Information and Protection of Privacy Act, the records of an emergency communications corporation relating to any services provided to a member of the corporation are deemed to be the records of that member.

Section 9(4) of the ECC Act provides:

Despite the Freedom of Information and Protection of Privacy Act, a person does not have a right of access under that Act to a record of, or in the custody or under the control of, an emergency communications corporation that relates to services provided by the corporation to the Royal Canadian Mounted Police.

If your request is for records within E-Comm’s custody and control (e.g. corporate or personal records):

1. This form **MUST** be completed in full.
2. The *Freedom of Information and Protection of Privacy Act* (FIPPA) provides individuals with a right of access to their own personal information free of charge. We require a copy of your government issued ID (e.g. driver’s licence). No personal information will be sent to you until we receive proof of your identity.
3. Access to corporate records and/or other records may be subject to a fee.
4. We will send records to you electronically (email, FTP) or via registered mail.
5. Under the *Freedom of Information and Protection of Privacy Act*, we have thirty (30) days (excluding weekends and holidays) to respond to requests for information. We process requests in the order they are received.
6. Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your request.

DO NOT USE THIS FORM TO REQUEST ACCESS TO 9-1-1 RECORDINGS OR ANY RECORD RELATING TO POLICE, FIRE OR AMBULANCE CALLS. CONTACT THE AGENCY OR JURISDICITON DIRECTLY. THIS FORM IS FOR E-COMM RECORDS ONLY. PLEASE SEE SECTION ABOVE.

About you

Title (*optional*)

Last Name

First Name

Name of Company or Organization (*if applicable*)

Mailing Address *Street*

City/Town/Village

Province

Postal Code

Telephone Number

Email Address

About your request

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

- General information
- Your own personal information

2. What records do you want to access? Please provide as much detail as possible. If you want to access your own personal information, be sure to give all previous names. For access to 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 provide specific dates.

Start Date (yyyy-mm-dd)

Finish Date (yyyy-mm-dd)

Signature

Signature

Date (yyyy-mm-dd)

Please keep a copy of this form for your records.

Email copy of this form to FIPPAOfficer@ecomm911.ca or mail to:

3301 E. Pender Street, Vancouver, BC V5K 5J3

FOR OFFICE USE ONLY

Date Received (yyyy-mm-dd)

CID No.