

FREEDOM OF INFORMATION LAW 2007 APPLICATION FOR AMENDMENT /ANNOTATION OF PERSONAL RECORD



Please read the information for applicants on the reverse before you complete this form.

Name of Public Authority	
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Details of applicant:

Surname (Family Name):	
First Name:	Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other <input type="checkbox"/>
Postal address:	Postal code:
Home phone number:	Work phone number:
Email Address:	Fax:

If you are making this request on behalf of a person please state:

The name of the person:	
The authority which entitles you to apply on behalf of the person: (attach authorisation)	

Identity Verification:

<p><u>Office use only</u></p> <p>Identity verified? (Please refer to Proof of Identity over page.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Type of identification:</p> <p>Identification number:</p>

Do you claim your personal information is (please tick as appropriate):

<input type="checkbox"/> Incomplete?	<input type="checkbox"/> Incorrect?
<input type="checkbox"/> Out of date?	<input type="checkbox"/> Misleading?

What record do you believe is incomplete / incorrect / out of date / misleading?

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What information in the record do you believe is incomplete / incorrect / out of date / misleading?

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What is the amendment you are requesting? What do you claim is the correct information?

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How do you believe these Government records came to be wrong?

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Please provide any additional information which you think will assist this agency make a decision:

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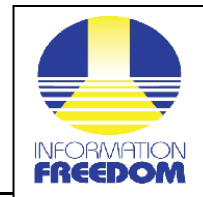
Please list any original documents you have attached as supporting evidence:

1.	4.
2.	5.
3.	6.

The applicant must complete this section.

Print full name	Signature	Date

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Information for Applicants

This form has been designed to assist people to amend or annotate a personal record held by the Cayman Islands Government.

What is Freedom of Information?

The *Freedom of Information Law, 2007* (FOI Law) gives you the right to request personal records held by government authorities to be amended or annotated. All Public Authorities are required to follow a statutory process with respect to a response to your request and the timeframes under the Law in assessing your application.

What details should I provide?

Applications for information do not need to be made on a particular form but may be made on this application form if preferred. In accordance with the *FOI Regulations 2008*, an application shall include the following:

- a. A name
- b. A postal address or e-mail address to which notices and information can be sent;
- c. The date the application is submitted;
- d. The information to be amended / annotated;
- e. The nature of the amendment to be made;
- f. Reasons why the information may be incomplete / incorrect / out of date / misleading;

What is Personal Information?

Under the *Freedom of Information Law, 2007* a person may request their own information be amended or annotated. A separate application is required under the FOI regulations for access to a personal record. If a person makes an application to amend or annotate their own personal information they must produce identification that allows the public authority to release this information. A person may be authorised to amend or annotate the personal information of another person but must supply sufficient proof of this authorisation as required by the Public Authority (e.g. Power of attorney, written authority by a next of kin).

Do you have to pay?

Under the FOI Law, there is no application fee and no cost to amend or annotate a record. However, the requestor is required to pay for the cost of reproduction of a record including the cost of reproduction of a record in an alternative form. The requestor shall be liable to pay a charge in the amount or at the rate fixed by, or in accordance with, the Schedule to the FOI Regulations. A cheque / cash / money order is required before copies of the document will be made.

The fees set out in the FOI Regulations apply. You will be supplied with a notice of the estimate of the charges if applicable. Access charges may be waived for applicants at the discretion of the Chief or Principal Officer (e.g. financial hardship).

Processing of Application

You will receive acknowledgment of receipt of your application 10 calendar days after receipt by the Public Authority. A decision will be made with 30 calendar days of receipt unless an extension of an additional 30 days is authorized.