



Alberta Electric System Operator

3000, 240 4 Avenue SW

Calgary, AB • T2P 4H4

[aeso.ca](http://aeso.ca)

# 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 403-539-2890 or [privacy@aeso.ca](mailto:privacy@aeso.ca). See instructions for completing this form.

## Applicant Information

Last Name	First Name	Company Name/Organization (if applicable)
Mailing Address	City/Town/Village/Province	Postal Code
Telephone Number (daytime)	Telephone Number (evening)	Fax Number
Email Address (include <b>only</b> 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 to access 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.** (For example, 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.”)

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<b>Your Signature</b>	<b>Date</b>
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## Where To Send Your Request

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

AESO FOIP Office  
 240 Fourth Building  
 3000, 240 4 Avenue SW  
 Calgary, AB T2P 4H4

[privacy@aeso.ca](mailto:privacy@aeso.ca)

FOR OFFICE USE ONLY	
Date Received	Request Number

## 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.

### Request Information

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.**

- **The AESO only accepts payments 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, etc.).
- 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 and given options to proceed. Processing will cease until fees have been resolved.

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

**There is an initial fee of \$50.**

- Contact the AESO FOIP Coordinator if you are making a continuing request.
- You must pay any additional costs as the information becomes available.

## **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; and
- any identifying number that relates to the records, such as your employee number or case number.

### **If requesting another person's information, give:**

- the person's full name;
- any other names that person may have previously used; and
- any known identifying numbers that relate to the records. 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., guardianship or trusteeship order, power of attorney, etc.).