



REQUEST FOR REDACTION OF PERSONAL INFORMATION FROM PUBLIC RECORDS

Name: _____
 Street Address: _____
 Telephone: _____ Email: _____

Redaction(s) requested: (Please check all requested)

- | | |
|--|--|
| <input type="checkbox"/> House/Apartment Number
(except as excluded in Public Record Redaction Procedure) | <input type="checkbox"/> Email Address |
| <input type="checkbox"/> Telephone Number | <input type="checkbox"/> Signature |

Additional redaction(s) requested: (Please provide copy or screenshot of applicable page(s) if possible)

Details of personal information requested to be removed	Meeting Date	Item Number	Attachment Included?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

In accordance with the Town's *Public Records Redaction Procedure*, your request must include detail as to the anticipated harm as a result of the information remaining on the Town's website. A blanket request to remove information or a suggestion of harm that is so general as to apply to anyone will not be considered.

Please provide specific reasons for the requested redactions. You may attach additional sheet(s) if necessary.

Signature: _____ Date: _____

Please submit your completed form with any attachments to Legislative Services, Ajax Town Hall, 65 Harwood Avenue, S., Ajax, ON, L1S 2H9, or by e-mail to: clerks@ajax.ca

Personal information is collected pursuant to the *Municipal Act, 2001* for the purpose of processing website redaction requests. Questions about this collection may be directed to Legislative Services at 905-619-2529 ext. 3342 or clerks@ajax.ca.