

**Appendix B.iii – Notice of Collection Template**  
to  
Town of Newmarket  
Protection of Personal Information Policy CORP.1-0X

Please find below a template for wording that should be completed and placed on any form - paper or electronic that collects personal information. This must be available to the public either electronically or in hard copy. Please note that anything in yellow needs to be made applicable to each form. This is the minimum amount of information required. If there is additional information that can be provided this template can be modified. The template can be merged with a statement of waiver or confidentiality.

**Collection Notice:** The personal information collected on this form is collected under authority of **Municipal Act, 2001 or applicable legislation or bylaw.** This information will be used to **Insert Purpose for Collection and all possible uses.** Questions about the collection of personal information should be directed to the **Insert Position Title,** **395 Mulock Dr, or alternate address** or reached at 905-953-5300 ext. **phone extension .**

The contact information should refer to a manager or a supervisory position within the applicable department that can respond to specific questions regarding the use of the information. Questions specific to the Municipal Freedom of Information and Protection of Privacy Act, or relating to the disclosure of information can be directed to the Records and Projects Coordinator.