

Freedom of Information and
Protection of Privacy Coordinator
[University Name]
[University Address]

[Date]

Dear Sir/Madam

Consider this letter to be a formal request under Ontario's *Freedom of Information and Protection of Privacy Act* for copies of the following documents in the custody and control of [University Name] pertaining to the institution's decision to outsource e-Communications to [Google's Google Apps for Education/Microsoft's Office 365] platform. The date range for search is between January 1, 2010 and the present, and the required \$5.00 application fee is enclosed in cash.

1. A copy of any privacy impact assessments and/or regulatory impact assessments used to support [University Name]'s eCommunications outsourcing decision. If no such assessment was undertaken, we are requesting written confirmation of this fact.
2. A copy of [University Name]'s contract with the [Google Canada Corporation and/or Google Incorporated/Microsoft Canada Incorporated and/or the Microsoft Corporation] for outsourcing e-communications to the [Google Apps for Education/Office 365] platform, along with all accompanying documents referenced in the contract.

All follow up correspondence should be directed to:

Dr. Heidi Bohaker
Department of History
Sidney Smith Hall Room 2078
100 St. George Street
Toronto, ON
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We look forward to your response.



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