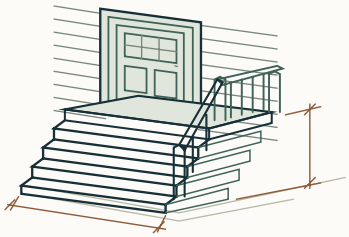
FOLLOW-UP / BLANK TEMPLATE

Privacy or information request



Ask for access or correction, update consent, or raise a concern about how information was handled.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Identify the request or date range that would help locate the records. Staff can arrange proportionate identity verification separately. Leave government ID numbers and copies of identity documents out of this form.

Details to complete

An asterisk marks a required entry.

Requester name *

What would you like to do? *

Access my personal information / Correct inaccurate information / Withdraw or change consent / Ask about retention or deletion / Raise a privacy concern

Relevant records and date range *

Identify the booking, communication, photo or record category involved.

Your requested action *

For a correction, identify the inaccurate detail and the correction requested.

Preferred reply method *

Private portal message / Email already on file / Call the number on file

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date

References

Office of the Privacy Commissioner of Canada · Accessing your information

https://www.priv.gc.ca/en/privacy-topics/accessing-personal-information/api_bus/