



Request Access to Personal Information

Personal information on this form is collected in accordance with the Philtech Standard Operating Procedure and will be used to respond to your request. See instructions below for completing this form.

About you

Title (optional)	Last Name	First Name		
Name of Company or Organization (if applicable)				
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number				
E-mail Address				

About your request

1. Select the department that has your personal information.

2. What records do you want to access? Please give as much detail as possible. Attach an additional sheet if required.

3. What is the time period of the records? Please give specific dates. See instructions for details.

Your signature

Signature	Date
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Please sign downloaded copy before sending.

Instructions

About your request

Department Select the applicable Philtech department. If you need help to find out what records are available, contact the Philtech Privacy Commissioner.

What records do you want to access? Personal information is your own personal information or the personal information of a person 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, i.e., guardianship or trusteeship order, power of attorney.
- Provide a full name and any previous names, if applicable.
- Provide any identifying numbers related to the records you are requesting
- There is an initial fee of \$50 for accessing personal information

What is the time period of the records? Enter the specific dates or date ranges of the records you want to access. For example, if you want records for the period January 1, 2010 to August 31, 2011, enter those dates. If you want records from September 1, 2011 to present, enter "September 1, 2011 to present".

Your Signature

Sign and date the form.

Where to send your request

Send your completed request to the Philtech Privacy Commissioner and pay the applicable fee.