

Personal Information Access Request or Inquiry Form



Under Canada's *Personal Information Protection and Electronic Documents Act*, individuals have the right to request access to their personal information and to have it amended if it is incomplete, out of date, or inaccurate. Individuals can also challenge the uses of personal information or an organization's compliance with any other aspect of the law. They can withdraw their consent to continuing use of their personal information for purposes that are not legally required or part of an existing contractual commitment.

The following procedures are intended to help individuals make a written access request or file a complaint under the Act.

Please provide the following along with a signature and the date:

- A description of the information to which you seek access, or your inquiry or complaint;
- Your name, address, and a telephone number where you can be reached during the daytime; and
- The location address where you would like to obtain access to the information (for example, the office of an affiliated organization or the offices of Prairie Centre Credit Union). Please note that you must produce at least two pieces of identification bearing a signature, one of which should include photo identification and a birth date in order to obtain the information requested. This identification is needed to make an inquiry or a complaint.

Name: _____ **Prairie Centre Branch:** _____

Phone Number (where you can be reached during the day): _____

This form is an: () **Information Request** () **Inquiry**

The nature of the access request/inquiry: _____

This form can be mailed to the following address or be dropped off at any of our branches.

Privacy Officer
Prairie Centre Credit Union
P.O. Box 940
Rosetown, SK S0L 2V0

Office Use Only:		
_____	_____	_____
Privacy Officer Acknowledgement	Date	Time