



Correct Personal Information Form

READ THE INSTRUCTIONS FIRST.

YOUR INFORMATION	Last Name:		First Name:		
	Name of Company or Organization (if applicable):				
	Mailing Address:				
	City:		Province:	Postal Code:	
	Telephone:		Alternative Telephone:		
	Email:				

REQUEST INFORMATION	1. Whose information do you want to correct?	<input type="checkbox"/> Your own personal information. <i>Must provide proof of identity.</i> <input type="checkbox"/> Other person's information. <i>Must provide proof that you can legally act for that person.</i>

REQUEST DETAILS	2. What personal information needs to be corrected?	Provide as many details as possible. Be sure to provide a complete name that is in the record(s) if it is different from the name above. <i>For another person's information, you must attach proof that you can legally act for that person.</i>
	3. Why? if applicable	Provide specific details if applicable. Attach any supporting documents.

YOUR SIGNATURE: _____	DATE: _____
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Send your completed correction request directly to the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 – 106 Street Westlock, Alberta, T7P 2G1 (780) 349-3346.

FOR WESTLOCK COUNTY OFFICE USE ONLY	Date Correction Request Received: Comments: The applicant has been responded to within 30 business days of receipt of request: <input type="checkbox"/>
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The personal information you provide is collected under the authority of the Access to Information Act and Part 1, Section 4 of the Protection of Privacy Act. The information you provide may be entered into a computerized automated system to generate content or make decisions, recommendations or predictions and will be used only for the purpose for which the information was collected. If you have any questions about the collection, use, and disclosure of information, please contact the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 - 106 Street Westlock, Alberta, T7P 2G1 (780) 349-3346.

Instructions for Correct Personal Information Form

ONLY COMPLETE THIS FORM IF YOU HAVE NOT ALREADY CORRECTED YOUR PERSONAL INFORMATION THROUGH OTHER METHODS.

You can correct information of your records directly with Westlock County without making a request to the Office of the Privacy Commissioner of Alberta (OIPC) under the *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA).

First, always contact the public body, Westlock County. Your request will be responded to within 30 business days. If you receive no response or are not satisfied with the municipality's response, then under the Acts you can refer your request to the OIPC through their website <https://oipc.ab.ca>.

To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 - 106 Street Westlock, Alberta, T7P 2G1 (780) 349-3346.

YOUR INFORMATION

Complete:

- Last name.
- First name.
- Name of company or organization (if applicable).
- Mailing address.
- City, Province, and Postal Code.
- Telephone number and Alternate phone number.
- Email.

REQUEST INFORMATION

Specify whether you are requesting:

- Correction of your own personal information. **or**
- Correction of another person's information.

If you are requesting correction of your own information, you **must** provide proof of your identity. If you are requesting correction of another person's information, you **must** provide proof that you can legally act for that person. For example, you might provide proof that you are the person's guardian or trustee, or that you have power of attorney for that person.

REQUEST DETAILS (the "what" and the "why")

What records contain the information you want corrected?

- Provide as many details as possible in describing the record(s). If you need more space, attach a separate sheet.

If you want a correction made to your own personal information, ensure you provide:

- Your full name.
- Any other names that you have used prior on the record(s).
- Any other identifying information that relates to the record(s).

If you want a correction made to another person's information, ensure you provide:

- The person's full name.
- Any other names that the person may have used on the record(s).
- Any other identifying information that relates to the record(s).
- Remember to include proof that you can legally act for another person.

The reason the form has a question of **Why?** is to obtain as much detail as possible. To answer this question – indicate what is incorrect about the information that is currently on the record. Please be specific. For example, moved and therefore a change of address, name change, etc.

YOUR SIGNATURE AND DATE

Sign and date the form.

Where to send the request form and any accompanying documentation attached to the form

Send your completed form and any supporting documents, as applicable, to the Access to Information and Protection of Privacy Coordinator of Westlock County at 10336 - 106 Street Westlock, Alberta, T7P 2G1