

Personal Information Request Form

Privacy notice statement		
The personal information provided on this form is collected and protected under the provisions of the <i>Privacy Act</i>. It is retained and used as described in Personal Information Bank PSU 901 by the College of Immigration and Citizenship Consultants (College). Any questions about the collection, use or disclosure of this information should be directed to the ATIP Coordinator of the College. The information is used to process and respond to formal requests made under the <i>Privacy Act</i>, including subsequent requests for corrections, complaints, investigations, and judicial review when applicable. Failure to provide this information may result in the inability to process your request. You have the right to the correction of, access to, and protection of your personal information under the <i>Privacy Act</i>. You have a right to complain to the Office of the Privacy Commissioner of Canada regarding the handling of your personal information request. I acknowledge the privacy notice statement above ☐		
Applicant Information		
First Name:	Last Name:	
Current address (street, apt):		
City:	Province/Territory/State:	
Postal Code:	Telephone:	
Country:	Email:	
Details of Request		
Describe your request, including specific details such as date or date ranges, and details that may help the College to find your information more quickly.		
On whose behalf are you making this information request?	Choose an item.	
Method of access preferred (please only choose one):		
Paper copies of the documents ☐	Electronic copies of the documents ☐	Examine documents in person ☐
This request for personal information under the <i>Privacy Act</i> is being made by:	Choose an item.	
By signing below, I certify all information provided in this form is true and correct to the best of my knowledge.		
Signature:	Date:	

File ID# [Internal use only]:

Instructions:

1. Complete the form above or submit a written request mentioning the *Privacy Act*.
2. Describe the information being sought and provide relevant details necessary to help the College find it. Please note, the College may contact you to obtain additional clarification of your request.
3. Please note that the College may contact you to verify your identity and to confirm that your request meets the requirements of the Privacy Act, Privacy Regulations, and associated policies. If the College is unable to verify your identity, despite making best efforts to do so, your request may not be processed.
4. A request made may also contain the personal information of another individual. If your request contains personal information of another individual, including your spouse, or common-law partner or children 16 years of age or older, you will need their consent for us to release their information to you. They must provide a signed and dated consent form. The consent must indicate the name of the person giving their consent and to whom the consent is being given. It must be signed and dated. Here is a link to a standard consent form: [Consent for an Access to Information and Personal Information Request](#)
5. If you are requesting information concerning a deceased individual, such information can only be released if the individual has been deceased for more than 20 years. If not, only the executor of the estate or someone having Power of Attorney may request the deceased's personal information to administer the estate, and only for that purpose. These requirements are based on the *Privacy Act*. If information requested concerns a deceased individual, the College requires a reasonable proof of death, e.g. obituary notices, death certificates.
6. Forward this form or your written request (covering all the information outlined in the form) to: atip-aiprp@college-ic.ca
7. Should you have any questions about the response to your request, please contact atip-aiprp@college-ic.ca. You have the right to complain to the Privacy Commissioner of Canada if you believe you have been denied any of your rights under the *Act*.