



Access to Information and Protection of Privacy Coordinator

Request for Correction of Personal Information Form

Personal information on this form is collected under Newfoundland and Labrador's *Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)* and will be used to respond to your request for correction to your personal information. **See instructions below.**

1. CORRECTION REQUEST INFORMATION			
To which public body are you making your request?			
2. APPLICANT INFORMATION			
Applicant Name:			
Organization: (Optional)			
Address:			
Postal Code:			
Daytime Phone: ()		Facsimile: ()	
E-Mail:			
3. CORRECTION OF INFORMATION BEING REQUESTED			
What are you requesting? Please select one of the following:			
<input type="checkbox"/>	Correction of my personal information		
<input type="checkbox"/>	Correction of another person's personal information (attach Proof of Authority)		
4. I WISH TO CORRECT THE FOLLOWING INFORMATION (please be specific)			

If you require more space, attach a separate sheet.

Applicant's Signature: _____

Date: _____
(YYYY-MM-DD)

FOR PUBLIC BODY USE ONLY

Date Received: _____ File #: _____



INSTRUCTIONS

Please

- Describe the records or information (in as much detail as possible), that you are seeking to correct.
- If you are requesting the correction of personal information on behalf of another individual, you must complete a **Proof of Authority** form. Please attach a completed Proof of Authority to this application form.
- Send or deliver this form to the Access and Privacy Coordinator of the public body that has the records you would like corrected.
- Keep a copy for your records.
- The ATIPPA, 2015 may be viewed in its entirety at:

<http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>

Personal information collected on this form is protected by the *ATIPPA, 2015*, and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the ATIPP Coordinator of the public body to whom the application is sent.