

Access to Information and Protection of Privacy Complaint Form



If you believe that the County:

- inappropriately collected, used or disclosed your personal information, or
- failed to correct your personal information after you submitted a correction of personal information form, or
- has not provided satisfactory access to information service to you,

you can use this form to submit your complaint to the Access & Privacy Officer.

Your Contact Information:

Mr. Mrs. Ms.	Last Name	First Name	
Mailing Address			
City or Town		Province	Postal Code
Primary Phone	Alternate Phone	E-mail Address	

This complaint relates to:

My own personal information was inappropriately collected, used or disclosed:

I am sending a legible copy of my Government issued photo ID to AccessPrivacy@countygp.ab.ca for verification of identity.

My own personal information was not corrected after I submitted a correction form:

I am sending a legible copy of my Government issued photo ID to AccessPrivacy@countygp.ab.ca for verification of identity.

Someone else's personal information who I have legal authority to act for.

(Guardian, custody or access order, personal directive, trustee order, power of attorney, etc)

I am sending a legible copy of my legal authorization to act on their behalf as well as a copy of my own Government issued ID to: AccessPrivacy@countygp.ab.ca

I am not satisfied with the access to information service I received:



Clearly and briefly explain your complaint using the fields below and retain a copy for your records.

What information is involved in your complaint?

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State your complaint about the information you identified above:

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When and why do you believe circumstances related to your complaint occurred:

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Your Signature

Signature	Date
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The County has 30 business days to respond to your complaint from the date of reception. Deliver this completed form with required copies of identification to: Privacy Officer at 10001 – 84 Avenue, Clairmont, AB T8X 5B2 or send by email to: AccessPrivacy@countygp.ab.ca

Date Received	File Number
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The personal information on this form is collected under the *Protection of Privacy Act* Sec 4(c) and will be protected under Division 2 of that Act. Please forward any questions or concerns to the Privacy Officer at 10001 – 84 Avenue, Clairmont, AB T8X 5B2. Phone (780) 532-9722 or email: AccessPrivacy@countygp.ab.ca

