

Appendix A - Access to Personal Information Form

Individuals may request access to their personal information using the Access to Personal Information Form (Appendix A) below. A completed Access to Personal Information Form may be submitted by an Applicant in person, by mail (3rd Floor, 3820-24th Ave NW, Calgary, Alberta, T3B 2X9) or by email (privacy@sinneavefoundation.org).

Due to the unreliable nature of electronic mail transmissions, which may be lost or misdirected by reason of network, hardware and software failures or other technical malfunctions, an e-mail message will not be considered to be received by Sinneave until an acknowledgement of the message is obtained by the Applicant.

Date of Request:

Name of Requestor:

Requestor's Contact Information: (in order for Sinneave to verify you request)

Email Address:

Phone Number:

Information being sought: [Please provide sufficient detail in order to identify the records being sought, including names and dates].

Reason for request: [Providing this information will help us identify other records that may be of interest to you].

Please provide my information at Sinneave's offices (an appointment will be confirmed)

Please send the requested information to the following address:

Please note the following:

If we are able to provide you with access to your information:

We will attempt to do so within 45 days of your request. If we need longer to locate or gather your information, we will let you know.

There may be a charge associated with providing you access in order for us to recover costs incurred (for example, photocopying costs and staff time). You will be notified and asked to agree to such charges in advance of us incurring necessary costs.

If we are unable to provide you with access to your information, we will provide you with a reason within 45 days of your request.