

# PERSONAL INFORMATION REQUEST/ACCESS TO INFORMATION FORM

## **STEP 1**

Decide whether you wish to submit an **informal** request or a **formal** request under the *Personal Information Protection Act*. If you wish to make an **informal** request, contact the appropriate area of the credit union where the information is held to discuss your request. No written request is required for an informal request.

## **STEP 2**

If you wish to submit a **formal** request under the *Personal Information Protection Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the credit union find it.

## **STEP 3**

Forward the access request to the Privacy Officer of the credit union at the following address:

Privacy Officer  
Wainwright Credit Union Ltd.,  
502-10 Street  
Wainwright, AB  
T9W 1P4

## **STEP 4**

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Alberta Information and Privacy Commissioner should you believe that you have been denied any of your rights under the Act.

<b>Provide details regarding the information being sought</b>
<b>If access to information is requested, please indicate, method of access preferred</b> <input type="checkbox"/> Receive copies of originals <input type="checkbox"/> Examine originals in credit union office
<b>Name of Member</b>
<b>Address</b>
<b>Telephone Number</b>
<b>I request personal information/access to personal information about myself under the <i>Personal Information Protection Act</i>.</b>
_____ <b>Signature</b> <span style="float: right;">_____</span> <b>Date</b>

The personal information provided on this form is protected under the provisions of the *Personal Information Protection Act*.

*A written estimate of the total fees required for processing this request will be given to the applicant. A deposit will be required before processing this request if the request involves a large number of records. Wainwright Credit Union Ltd. will charge a reasonable fee to cover out-of-pocket costs such as copying and postage. If the request involves only a few pages of records that are easy to locate, the fee should be minimal. If the request involves a large number of records, and it takes a long time to locate and produce the records, the fee will be larger.*

