

Request for Correction of Personal Information

The personal information on this form is collected under the authority of section 4 (c) of the Alberta *Protection of Privacy Act* and will be used to respond to your request. For questions about this collection of personal information, contact Legal Services, at The Calgary Board of Education, Education Centre Building, 1221-8 St. S.W., Calgary, AB, T2R 0L4, ATIP@cbe.ab.ca, or telephone 403-817-7899. See instructions below for completing this form.

APPLICANT INFORMATION

Last Name: _____	First Name: _____
Name of Company or Organization (if applicable): _____	
Mailing Address:(Street/ Apt. No./ PO Box/ RR No): _____	
City / Town / Village: _____	Province: _____ Postal Code: _____
Phone Number (Day): _____	Phone Number (Evening): _____
Email Address: _____	

REQUESTED INFORMATION

1. What kind of request for correction are you making? ☐ My own personal information ☐ Another person's information: If correcting information for another person, attach proof of legal authority to act on their behalf.
2. What records contain the information that you want corrected? Please describe the records and what personal information you are requesting to be corrected. Be as specific as possible to assist the request process. Be sure to provide the complete name that is in the records, including all the person's previous names. Attach another page if you need more space.
3. What correction do you want made? Please describe what correction you want to make and why. Be sure to attach any documents that support your request.
4. In which school / department do the records reside? Please give specific names.

AUTHORIZATION

Your Signature: _____	Date Signed:(Mon, DD, YYYY) _____
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LEGAL SERVICES USE ONLY			
Date Received: (YYYY-MM-DD)		Request Number:	
Comments:			

How to Complete the Form

You can correct information in many public body records without making a request under the *Protection of Privacy Act*. To determine whether you need to make a request under the Act, if you need help to find out what records The Calgary Board of Education has, or if you need help completing the form, contact Legal Services at ATIP@cbe.ab.ca or 403-817-7899.

Applicant Information

Enter your legal last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and alternate telephone numbers. If you have an email address where you can be contacted, enter it in the space provided. The Calgary Board of Education may need to contact you if they have any questions about your request.

Requested Information

1. What kind of request are you making? Indicate whether you are correcting your information or another person's. Check the appropriate box.
 - **My Own Personal Information** is your personal information
 - **Another Person's Information** is the personal information of an individual you are entitled to represent. For another person, you must attach proof that you can legally act for them.
2. What records contain the information that you want corrected? Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, continue your description on a separate sheet of paper and attach it to this request form.
 - a | If you want a correction made to your own personal information, give:
 - Your full name and any other names that you have previously used.
 - Any identifying number that relates to the records, such as your employee number, student identification number or other identification number.
 - Proof of Identity:
If you are requesting records containing your personal information to be corrected, proof of your identity is required. Please provide a copy of a government-issued photo ID document with a signature thereon. You have the option of providing this in person.
 - b | If you want a correction made to another person's information, give:
 - The person's full name and any other name that person may have used on the records
 - Any identifying numbers for the person if you know them.
 - Proof of Legal Authority:
If you are requesting a correction to records containing personal information of another person, you must provide proof that you have the legal authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person.

3. What correction do you want made? What is incorrect about the information that is currently on the record? Be specific.
4. In which school / department do the records reside? Enter the name of the school and/or the department that you believe has the records you want corrected.

Authorization

Sign and date the form.

Where to Send Your Request

Send your completed form, proof of identity or legal authority if applicable, to:

Legal Services
Calgary Board of Education
Education Centre Building
1221 – 8 St. SW, Calgary AB, T2R 0L4
or fax to: 403-777-8028
or email to: ATIP@cbe.ab.ca