

Request to Correct Personal Information

In the custody and control of the University of Alberta

Personal information on this form is collected under the authority of section 4(c) of the Alberta *Protection of Privacy Act* ("POPA") and will be protected, used and disclosed in accordance with Section 10, 12, and 13 of the *Act*. Specifically, it will be used to respond to your request. Instructions for completing this form are on the back. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact privacy@ualberta.ca. PLEASE PRINT.

About you

| | | | |
|---|-----------------|------------|----------------|
| Last name | | First name | |
| Name of company or organization (if applicable) | | | |
| Mailing Address | | | |
| City or town | | Province | Postal Code |
| Phone (day) | Phone (evening) | Fax number | E-mail address |

About your request

Whose information do you want to correct?

- ☐ Your own personal information
- ☐ Another person's information (attach proof that you can legally act for the person)

About the information you want to access

1. What personal information needs to be corrected? Please give as much detail as possible. (Be sure to give the complete name that is in the records if it is different from the name given above. If you need more space, please attach a separate sheet of paper.)

| |
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2. What correction do you want to make and why?
(Please attach any documents that support your request.)

| |
|--|
| |
|--|

Your signature

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

For IPRMO use only:

| | |
|---------------|----------------|
| Date received | Request number |
|---------------|----------------|