HOUSE OF ASSEMBLY
NEWFOUNDLAND AND LABRADOR

Access to Information and Protection of Privacy Coordinator

Request for Correction of Personal Information Form

Personal information on this form is collected under Newfoundland and Labrador's *Access to Information and Protection of Privacy Act, 2015* (*ATIPPA, 2015*) and will be used to respond to your request for correction to your personal information. **See instructions below.**

1. CORRECTION REQUEST INFORMATION	
To which public body are you making your request?	

2. APPLICANT INFORMATION			
Applicant Name:			
Organization: (Optional)			
Address:			
Postal Code:			
Daytime Phone:	( )	**Facsimile:**	( )
E-Mail:			

3. CORRECTION OF INFORMATION BEING REQUESTED	
What are you requesting? Please select one of the following:	
☐	Correction of my personal information
☐	Correction of another person's personal information (attach **Proof of Authority**)

4. I WISH TO CORRECT THE FOLLOWING INFORMATION (please be specific)
If you require more space, attach a separate sheet.

Applicant's Signature: _____ **Date:** _____
(YYYY-MM-DD)

FOR PUBLIC BODY USE ONLY

Date Received: _____ File #: _____

House of Assembly, Records Office, Main Floor, Confederation Building, P.O. Box 8700, St. John's, NL, A1B 4J6
Telephone: (709) 729-7408 Fax: (709) 729-7922 E-Mail: HOAATIPP@gov.nl.ca

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INSTRUCTIONS

Please

- Describe the records or information (in as much detail as possible), that you are seeking to correct.
- If you are requesting the correction of personal information on behalf of another individual, you must complete a **Proof of Authority** form. Please attach a completed Proof of Authority to this application form.
- Send or deliver this form to the Access and Privacy Coordinator of the public body that has the records you would like corrected.
- Keep a copy for your records.
- The ATIPPA, 2015 may be viewed in its entirety at:

  http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm

Personal information collected on this form is protected by the *ATIPPA, 2015*, and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the ATIPP Coordinator of the public body to whom the application is sent.