

# Request to Correct Personal Information Form

## Instructions

The Right to Information and Protection of Privacy Act (RTIPPA) provides a method to request correction of personal information held by public bodies that is not available by other means. A request to correct personal information is a written request to correct records of a personal nature about you when you think there has been an error or omission.

Many public bodies already have procedures in place to correct personal information. You can, therefore, often have your information corrected without making a formal request under RTIPPA. Before making a formal request, contact the Coordinator of the public body you believe has the information you want to correct. The Coordinator can help you determine if a formal request is needed. The Coordinator can also help you complete the request to correct personal information form, if needed. For contact information for Coordinators see the Directory of Public Bodies.

### **ABOUT YOU**

In this section of the form, please include:

- your last name, first name and preferred title, if any; the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime telephone numbers so that the public body can contact you about the request; and
- a fax number or e-mail address, if any, where correspondence may be sent.

### **ABOUT YOUR REQUEST**

- Please check which person's information you would like to correct.
- If you are requesting a correction to another person's information, please attach proof that you can legally act for that person. This authorization can be in the form of a signed letter in which the person provides consent to you to correct his or her information, a Power of Attorney, or other legislated authorization. Please see section 79 of RTIPPA for more details.
- State the name of the public body to which you are making the request. All public bodies are listed in the Directory of Public Bodies.

### **ABOUT THE INFORMATION YOU WANT TO CORRECT**

- Clearly describe in detail the information you want corrected and why. Also, describe how you want the information to be corrected and on what records the information appears.
- Be as specific as possible in describing the records containing the information you want corrected (i.e. time, place and event). Feel free to add any additional information you think may help with processing your request. For example, provide any other names you currently or previously used and any identifying number that relates to the records in question (e.g. case file number). If you need more space than provided, continue your description on a separate sheet of paper and attach it to the request form.
- Documents supporting your request to correct personal information should be attached to the form. For example, if you are requesting a change to your name attach proof of your name change.

**FEES** There are no fees when making a request to correct personal information.

### **ABOUT YOUR PERSONAL INFORMATION**

- Personal information provided on this form is collected under paragraph 37(2)(a) of RTIPPA for purposes of responding to your request to correct personal information. Should you require further information about collection, use and disclosure of personal information, please contact the Information Access and Privacy Unit at (506) 444-4180.

### **WHERE TO SEND YOUR REQUEST**

- Be sure to sign, date and send your request to the Coordinator of the public body to which you are making the request. Coordinators and their contact information are listed in the Directory of Public Bodies on the RTIPPA website.
- If you are unsure of where to send your request for information, please contact the Information Access and Privacy Unit at (506) 444-4180.

# Request to Correct Personal Information Form

**ABOUT YOU:**

Title	Last name	First name
Name of company or organization <i>(where applicable)</i>		
Mailing Address		
City or Town	Province	Postal Code
Home Telephone #	Work Telephone #	
Facsimile #	E-mail	

Personal information provided on this form is collected under paragraph 37(2)(a) of New Brunswick's *Right to Information and Protection of Privacy Act (RTIPPA)* for purposes of responding to your request to correct personal information. Should you require further information about collection, use and disclosure of personal information, please contact the Information Access and Privacy Unit at (506) 444-4180.

**ABOUT YOUR REQUEST:**

1. Whose personal information do you want to correct? Please check one.

- Your own personal information
- Another person's information *(Please attach proof that you can legally act for that person. This authorization can be in the form of a signed letter, a Power of Attorney, or other legislated authorization. Please see section 79 of RTIPPA for more details.)*

2. To which public body are you making your request? *(Please fill in below the name of the public body. For names of public bodies consult the Directory of Public Bodies on the RTIPPA website.)*

**ABOUT THE INFORMATION YOU WANT TO CORRECT:**

1. What personal information do you want to be corrected? *(Please provide as much detail as possible. Be sure to give the complete name that is in the records and any identifying number related to the records in question).*

# Request to Correct Personal Information Form

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

**YOUR SIGNATURE:**

Signature:	Date:
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**WHERE TO SEND YOUR REQUEST:**

Send your request to the Coordinator of the public body you believe has the information you want corrected. If you are unsure of where to send your request to correct personal information, please contact the Information Access and Privacy Unit at (506) 444-4180.

FOR PUBLIC BODY USE ONLY:	
Date Received	Comments
Request Identification Number	

