



Personal Information Request Form

1	<p>To request access to your personal information in accordance with the <i>Privacy Act</i>, complete and return this form to:</p> <p style="text-align: center;">ATIP Coordinator Canada Council for the Arts 350 Albert St., PO Box 1047 Ottawa, ON K1P 5V8</p> <p style="text-align: center;">or by email to: atip-airpr@canadacouncil.ca</p> <p>If you are requesting personal information that is not your own, you must make your request under the <i>Access to Information Act</i>. In such a case, a \$5 application fee applies.</p>
2	<p>You may make more than one request under the Act.</p> <p>You have the right to complain to the Privacy Commissioner http://www.privcom.gc.ca/index_e.asp if you believe any of your rights under the Act have been denied.</p>

Provide details regarding the information being sought:

Refer to **Info Source** www.infosource.gc.ca for a description of program records held by the Canada Council or contact the ATIP Coordinator.

Preferred method of access

- Receive copies of originals
- Examine originals onsite at the Canada Council for the Arts

I wish to examine the information

- All in English
- All in French
- As it is

Name of applicant

Street, address, apartment

City or town

Province

Postal code

Telephone number

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada.

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.