CITY OF GRANDE prairie

REGULATORY BODY INFORMATION DISCLOSURE REQUEST FORM

Submit completed applications to ati@cityofgp.com

Notice

This request is not made pursuant to the Access to Information Act, SA 2024, c. A-1.4 or the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA"). The requesting organization is a statutory regulatory body acting under its legislative mandate. As a public body, any disclosure of personal information will be reviewed and authorized in accordance with the POPA and any other applicable enactment. Submission of this request does not guarantee disclosure of the requested information.

The requesting organization must limit its request to personal information that is reasonably necessary for the purpose identified in this request.

Section 1: Requesting Regulatory Body

Name of Regulatory Body:	
Division / Branch:	
Mailing Address:	

Section 2: Requesting Official

Primary Contact:			
Position Title:		Badge Number:	
Phone Number:		Email:	
File / Investigation Number:		Registration Number:	

I certify that:

- I am authorized to make this request on behalf of the Public Body or Federal Institution.
- The collection, use and disclosure of the requested Personal Information is authorized by legislation.
- The Personal Information requested is necessary for the purpose identified in this request.
- The requesting organization has lawful authority to collect the requested information and has identified the specific legislative provision authorizing this request.
- The information provided in this request is complete and accurate to the best of my knowledge.
- The information will be protected in accordance with applicable privacy legislation and security requirements.

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Section 2: Requesting Official (Continued)

- Any Personal Information disclosed by the City will be used only for the purpose identified in this request and for no other purpose unless otherwise authorized by law.
- The information will not be disclosed to another person or organization except as authorized by legislation.
- The information will be retained and destroyed in accordance with applicable legislative and records management requirements.

Signature:		Date:	

Note: A file, investigation, complaint, audit, licensing, registration, discipline or reference number must be provided where one has been assigned by the requesting organization.

Section 3: Subject of Request

Name of Individual, Business, Licensee, Registrant, Organization or Other Identifier/Incident:

Matter Involving:

Date of Incident / Matter:		Time (if applicable):	
Location (if applicable):			

Section 4: Information Requested

Detailed Description of Information Requested:

Requested Format:

☐ View Records ☐ Electronic Copy ☐ Certified Copy ☐ Other:

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Section 5: Purpose of Request

Purpose of Request:

- ☐ Investigation
- ☐ Complaint Review
- ☐ Compliance Review
- ☐ Licensing Matter
- ☐ Registration Matter
- ☐ Discipline Proceeding
- ☐ Enforcement Action
- ☐ Audit
- ☐ Other:

Description of Purpose:

Section 6: Statutory Authority for Request

Act / Regulation / Statute:	
Relevant Section(s):	
Description of Authority:	

Note: The City may refuse or delay processing this request if insufficient information is provided to verify the authority for the request or to determine whether disclosure is authorized by legislation.

Collection Notice

Personal information on this form is collected by the City under the authority of the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA") and any other applicable enactment. The information will be used for the purpose of evaluating, processing, documenting, and responding to requests for disclosure of personal information made by statutory regulatory bodies and other authorized organizations. Questions regarding the collection of personal information may be directed to the Privacy & Access Coordinator at **ATI@cityofgp.com**.

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ATI Office Use Only			
File Number:			
Reviewed By:		Title:	
Date Received:		Date Processed:	

Authority for Disclosure (Protection of Privacy Act, SA 2024, c. P-28.5):

- ☐ Section 13(1)(b) – Purpose for which information was collected or consistent use
- ☐ Section 13(1)(d) – Compliance with enactment, agreement, or treaty
- ☐ Section 13(1)(e) – Authorized or required disclosure under enactment
- ☐ Other Authority:

Decision:

☐ Consent to this disclosure of personal information ☐ Refuse this disclosure of personal information

Comments / Conditions:

Method of Disclosure:

☐ Secure Email ☐ Secure File Transfer ☐ Registered Mail ☐ In Person

☐ Other:

Signature:		Date of Disclosure:	