

Privacy Statement

Your personal information is being collected pursuant to section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA") for the purpose of processing, investigating, and responding to your request for correction of personal information. The information may be shared with City employees and authorized service providers who require access to carry out their duties.

The City may use automated or technology-assisted tools to help process, organize, or summarize information submitted. All decisions are made by authorized City employees. If you have any questions about the collection, use, or disclosure of your personal information, please contact the Privacy & Access Coordinator at 311 or ATI@cityofgp.com.

Section 1: Contact Information

Last Name:

First Name:

How do you want to receive correspondence from the Privacy & Access Coordinator?

Email

Mail

Based on your correspondence preference, please provide at least your mailing address or email address:

Mailing Address:

City or Town:

Province:

Postal Code:

Email:

Phone Number:

Section 2: Request Type

Whose information do you want corrected?

My Personal Information

Another Person's Personal Information

If requesting a correction of another person, provide proof of authority to act on their behalf (examples include Guardianship Order, Trusteeship Order, Personal Representative document, Court Order, Power of Attorney [where applicable] or other legal authorization).

Documentation Attached:

Yes

No

Submit completed applications to ati@cityofgp.com

Section 3: Public Body Holding the Records

Identify the City department or business area that maintains the records.

Department / Program Area:

If unknown, provide details that may assist:

Section 4: Information to be Corrected

1. Record Description

Describe the records containing the information you want correct (examples include, but are not limited to, an employee file, payroll records, a bylaw complaint file, a permit application, or recreation records):

Approximate Date(s) of Record:

Reference Number / File
Number (if known):

Employee Number
(if applicable):

2. Information Currently Recorded

Describe the information that you believe is incorrect:

3. Requested Correction

Describe the correction you are requesting:

Section 4: Information to be Corrected (Continued)

4. Supporting Documentation

Attach copies of any documents supporting your request (examples include Birth Certificate, Marriage Certificate, Government-issued Identification, Court Order, and other supporting records):

Documentation Attached: Yes No If yes, list documents:

Section 5: Identity Verification

To protect personal information, proof of identity may be required before a correction request can be processed. Acceptable identification may include Alberta Driver's Licence, Alberta Identification Card, Passport, Government-issued Photo ID.

Documentation Attached: Yes No

Section 6: Applicant Declaration

I certify that:

- The information provided in this request is accurate and complete to the best of my knowledge.
- I am the individual to whom the information relates, or I am legally authorized to act on behalf of that individual.
- Any supporting documentation provided is authentic and relevant to this request.

Applicant – Print Name:

Applicant – Signature:

Date:

Important Information

A request for correction does not guarantee that a record will be changed.

The City will review the request and determine whether:

- The information is inaccurate or complete.
- The requested correction is supported by evidence; and
- The record can be corrected under applicable legislation and records management requirements.

If the City declines to make the requested correction, you may be entitled to request that a statement of disagreement be attached to the record in accordance with applicable privacy legislation.

Submission Information

Mail Request to:	City of Grande Prairie Privacy & Access Coordinator PO Bag 4000 Grande Prairie, AB T8V 6V3 MARK: CONFIDENTIAL	Deliver Request to:	City Hall Privacy & Access Coordinator 10205 – 98 Street Grande Prairie, AB T8V 2E7 MARK: CONFIDENTIAL
Email Request to:	ATI@cityofgp.com		

For Office Use Only

Date Received	Request Number:
Comments:	