

PERSONAL INFORMATION REQUEST FORM

Personal Information Access Request Under the
Personal Information Protection and Electronic Documents Act ("PIPEDA")
- and -
The Landlord's Privacy Policy

Your Information

ف Mr. ف Mrs. ف Ms. ف Miss

Surname: _____ First Name: _____ Initials: _____

Address: _____ Unit: _____

City: _____ Province: _____ Postal Code: _____

Telephone (day): _____ Telephone (evening): _____

Request

- ف To know if the Landlord has possession of any of my personal information
ف To have access to my personal information in the possession of the Landlord
ف To make corrections to my personal information in the possession of the Landlord
-

Description of Records

Please provide a detailed description of requested records, personal information or personal information to be corrected. If you are requesting access to or correction of your personal information, please identify the record containing the personal information, if known. If you need additional space, please attach as many pages as necessary.

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and the reasons for not making the correction.

Personal Information Request Form

Preferred Method of Access

Examine original

Receive a copy of the original

Information about the Access to Personal Information Process

For more information about the complaint process, please contact the Landlord's Privacy Officer at (613) 237-2425, or visit the Landlord's Web site at www.propertiesgroup.ca.

Where to Send this Form

Mail this completed form to:

The Properties Group Management Ltd.
500-100 Sparks Street
Ottawa, ON K1P 5B7
Attention: Privacy Officer

Note: The cost of this access request will be borne by you. You will receive a notice of the approximate cost prior to any costs being incurred. Access will only be granted after the Landlord receives notice that your request has not been withdrawn in light of the cost estimate.

Signature

Your Signature: _____ Date: _____
(D/M/Y)

For Landlord's Use Only

Date Received: _____ Request # _____ Received By: _____
(D/M/Y)

Comments: _____

Personal information contained on this form is collected pursuant to *PIPEDA* and will be used for the purpose of responding to your request and will be retained by the Landlord in accordance with its retention policies. Questions about this collection should be directed to the Landlord's Privacy Officer.
