



Government of the Northwest Territories Access to Information and Protection of Privacy Act

Request for Correction of Personal Information

This is a request for correction to: *(Please check one)*

- My own personal information Personal information for another person *(Attach proof of authority to act for the person)*

Which public body are you asking for information? *(Please fill in name of Department, Agency, Board or Commission)*

Applicant

Last Name

First Name

Company Name *(if applicable)*

Mailing Address

City/Town/Hamlet

Territory or Province

Postal Code

Telephone (Home or Cell)

Telephone (Work)

Email

What information are you requesting to be corrected?

Please describe the information in as much detail as possible. Be sure to provide the last name appearing on the records if it is different from the name given above. If you need more space, please use the back of this form.

Please describe the correction you are requesting and the reason for it. Please attach any supporting documentation.

Signature

Applicant's Signature

Date

Personal information contained on this form is collected under section 40(c)(i) of the Access to Information and Protection of Privacy Act, and will be used to respond to your request. If you have any questions in relation to the information collected on this form please contact the GNWT Access and Privacy Office by phone at 867-767-9256 ext. 82477, by email at APO@gov.nt.ca, or by mail at P.O. Box 1320, Yellowknife NT, X1A 2L9.

For Public Body Use Only

Date Received

Request Number

Comments



About your request

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- If you are requesting correction of information for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

Be as specific as possible in describing the records. If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

Please describe the correction you are requesting and the reason for it as detailed as possible. Attach any supporting documentation you may have to this request form.

Where to send your request

Send your completed form to the Access & Privacy Coordinator of the public body that has the records you wish to correct. For contact information, consult the Public Bodies and Access & Privacy Coordinators/Contacts available at: <https://www.justice.gov.nt.ca/en/access-to-information-held-by-public-bodies/page/4/>.

For general inquiries please contact the GNWT Access and Privacy Office at APO@gov.nt.ca or 1-867-767-9256 ext. 82477.