



## ACCESS TO INFORMATION ACT (ATIA) CORRECTION OF PERSONAL INFORMATION REQUEST

The personal information collected on this form is collected under the authority of section 4 of the Protection of Privacy Act (POPA) and will be used for the purpose of responding to your request for correction of personal information. If you have any questions about the collection or use of this information, please contact the Privacy Officer at office@foremostvillage.ca or 403-867-3733.

<b>SECTION 1: APPLICANT INFORMATION</b>	
First Name:	Last Name:
Company or Organization (if applicable):	
Mailing Address:	
Phone Number:	Email:
<b>SECTION 2: REQUEST DETAILS</b>	
<b>1. Whose information do you want to correct?</b> <input type="radio"/> Your own Personal Information <span style="margin-left: 200px;"><input type="radio"/> Another person's information (attach proof of legal authority)</span>	
<b>2. What personal information needs to be corrected?</b> Please give as much detail as possible. Be sure to give the complete name that is in the records if it is different from the name given above.	
<b>3. What correction do you wish to make and why?</b> Please attach any supporting documents.	
<b>SECTION 3: STATEMENT OF APPLICANT</b>	
By submitting this request form, I confirm that: <ol style="list-style-type: none"> <li>1. I am the above-named Applicant.</li> <li>2. The information provided on this application is true, complete and correct.</li> </ol>	
_____ Signature	_____ Date

*Please submit your completed request form to the Village of Foremost Privacy Officer*

**Email:** office@foremostvillage.ca

**Mail:** PO Box 159,  
Foremost AB T0K 0X0

**In Person:** 301 Main Street,  
Foremost AB T0K 0X0

The Village will respond to your request within 30 business days as required under the Protection of Privacy Act (POPA).

<b>FOR OFFICE USE ONLY</b>	
Date Received:	Received By:
Request Number:	