Canadian Cattle Identification Agency

Access to Information and Correction of Personal Information
REQUEST FORM

Please Note: a $5.00 application fee is required to process all requests (cheque or money order, payable to Canadian Cattle Identification Agency).

First, read the **Access Request Procedure** at Canadaid.ca ... need to create link and finalize Access Request Procedure document on the CCIA website. Complete this form by filling in the fields below, then print.

Request for (check one only):	
☐ Access to General Records	☐ Access to CLTS Data
☐ Access to own Personal Information	☐ Correction of own Personal Information
CLTS Account Number:	

Last name:		
First name:	Middle name:	
Address:		
City, Town:	Province:	Postal code:
Email (optional):	Phone:	Cell:

If request is for access to, or correction of, own personal information records:

Last name appearing on records ☐ same as above, or (specify):

Please give a detailed description of requested records, personal information or personal information to be corrected.

NOTE 1: if you are requesting access to or correction of your own personal information, please identify the personal information bank or record containing the personal information, if known. **NOTE 2**: if you are requesting a correction of personal information, please state the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:	☐ examine original ☐ receive copy	Signature:	Date:

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FOR CCIA USE ONLY	
Received by Office:	
Date Received:	Request Number:
Comments:	

NOTE: Pursuant to *Personal Information and Electronic Documents Act*, fees will be charged for activities which are required to process your request. Some examples are:

> a search charge for every 15 minutes of manual search required to locate a record
> costs incurred in locating, retrieving, processing or copying a record, or in preparing the record for disclosure
> postage and shipping costs where applicable

See Fees at canadaid.ca ... need to create link and finalize fee schedule on the CCIA website for specific charges which may apply.

Print and sign the form, then mail it to:

Privacy Officer
Canadian Cattle Identification Agency
7646 - 8th Street N.E.
Calgary, AB T2E 8X4

Privacy: Personal information in connection with this form is collected under the authority of applicable privacy legislation and will be used for the purpose of responding to your request. If you have any questions about the collection, use and disclosure of personal information by Canadian Cattle Identification Agency (CCIA), please contact: Privacy Officer, CCIA, 7646 - 8th Street N.E., Calgary, Alberta T2E 8X4, telephone 1-877-909-2333, email **privacy@canadaid.ca**.