



Request to Correct Personal Information

Contact information

Last Name	Middle Name	First Name		
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number (daytime) ()	Telephone Number (evening) ()	Company or Organization		
E-mail Address				

Request information

1. Whose information do you want to correct?

- ☐ Your own personal information
- ☐ Another person's information *(Please attach proof that you can legally act for the person.)*

2. To which public body are you making your request? *(Please fill in the name of the public body that has the records you want corrected.)*

--

Request details

1. What personal information needs to be corrected? *(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.)*

--

2. What correction do you want to make and why? *(Please attach any documents that support your request.)*

--

Your signature

Signature	Date
-----------	------

Where to send your request

Send your completed request form to acessandprivacy@edmonton or mail to: Corporate Access and Privacy, 16th floor, Century Place, 9803 - 102A Avenue NW, Edmonton, AB T5J 3A3

FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments

Personal information is collected for the purpose of processing your request to correct personal information and will be used to contact you. Collection is authorized under section 4(c) of the *Protection of Privacy Act (POPA)* and is managed and protected in accordance with the Act. The city intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard. Questions about the collection, please contact the Manager, Corporate Access and Privacy, 16th floor, Century Place, 9803 - 102A Avenue NW, Edmonton, AB T5J 3A3, 780-496-5222.