

# ACCESS REQUEST, INQUIRY OR COMPLAINT FORM

## Access Request

To request access to your personal information, please provide the following information:

1. A description of the information to which you seek access:
2. Your name, address, and a telephone number where you can be reached during the daytime:
3. The location address where you would like to obtain access to the information (for example, the office of an affiliated organization or the offices of the Credit Union).

***Please note that you must produce at least two pieces of identification bearing a signature, one of which should include photo identification and a birth date in order to obtain the information requested.***

## Inquiry or Complaint

To make an inquiry or file a complaint under the *Personal Information Protection and Electronic Documents Act*, please provide the following information:

1. The nature of the inquiry or complaint (please be as specific as possible):
1. Your name, address, and a telephone number where you can be reached during the daytime.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Mail this form to: Privacy Officer  
Torquay Credit Union  
Box 30  
Torquay SK S0C 2L0  
Access\_Request\_Inquiry\_or\_Complaint\_Form.doc