Privacy Complaint Form

Instructions:

This form is designed to assist you to submit a privacy complaint about how the Town is collecting, using or disclosing your personal information under the F*reedom of Information and Protection of Privacy Act* (FIPPA).

Fill out this form and send it to the Privacy Officer (information is at the end of this form).

Privacy Notice: The personal information on this form is collected by the Town of Golden for the purpose of assisting to resolve your privacy complaint, under the authority of section(s) 26(c) and (d) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of information, please contact the Privacy Officer at 810 9th Ave. S, Golden, BC by telephone 250-344-2271, or email records@golden.ca

Name		
Mailing address		
Town	*Province*	*Postal code*
Contact Phone Number		
Email address		
Are you making this complaint: *check only one box	☐ on behalf of yourself? ☐ on behalf of another individual?	
(If you checked "on behalf of another individual", attach supporting documentation proving you have the authority or consent of that individual to act on their behalf).		
Which department/division does your complaint concern?		
Have you tried contacting anyone at the Town to resolve your complaint? If yes, please list the name(s)		

Complaints:

☐ Unauthorized collection of your personal information

☐ Unauthorized use of your personal information

☐ Unauthorized disclosure of your personal information,

☐ Inadequate security of your personal information

☐ Refusal to correct or annotate records containing your personal information.

☐ Other

Summarize your request for review or complaint (please indicate any file or reference number)

Signature:_____Date: _____

☐ Documentation authorizing you to act on behalf of another person (if applicable).

Send this form and accompanying documents to:	
Attention: Privacy Officer Town of Golden 810 9th Ave S PO Box 350 Golden, BC V0A 1H0	Phone: 250-344-2271 Fax: 250-344-6577 records@golden.ca

For completion by Privacy Officer

Date received by Privacy Officer:
Privacy Officer handling complaint:
Investigation notes:
Decision:
Corrections:
Preventative steps taken:
Is there a requirement to change policies, procedures, or practices? If so, explain.
Complainant notified/date notified:
Date complaint closed: