

Access and Release of Personal Information Request

BASIC ITEMS NEEDED TO START PROCESSING A REQUEST

1. This form – completed
2. Identifying information – if you are requesting information about yourself, you need to provide two government-issued identifiers such as a driver's license and passport
3. Consent(s) or other authorization forms – if you are requesting access to personal information that is not your own, you must include a consent to release the information that is dated and signed by the person authorizing the disclosure of their personal information to a third party, or other type of authorization as applicable (such as warrant, Power of Attorney, court-ordered disclosure). You may also be asked to confirm your identity

SECTION A – DETAILS OF REQUEST

Check off the appropriate boxes to indicate:

1. Language for record delivery (the information provided by the officer will not be translated)
2. Format for record delivery
3. Requesting access to personal information about another individual?
 - a. Please note that we cannot disclose personal information about a person who has been deceased less than 20 years. An exception can be made in some cases (to execute a will or obtain certain benefits for example). You must provide a detailed account of your situation, as well as proof of death, so that we can determine whether an exception can be made. A death certificate, an obituary or a photograph of the person's headstone constitutes proof of death
 - b. If you are making a request for information about another individual whose consent you do **not** have, the request will be considered individually to determine whether the information can be released to you
4. Purpose for the request – we only need this information if you are requesting access to personal information about another individual. If you are requesting information about yourself, you do not need to provide a reason. CPAC reserves the right to refuse an access request if the request is considered to be frivolous, vexatious, or otherwise unwarranted

SECTION B – INFORMATION REQUESTED

Provide the name, aliases and date of birth of the person whose information you wish to obtain. Then select the types of information that you are seeking.

SECTION C – REQUESTER'S CONTACT INFORMATION

Requests for access to personal information in CPAC's custody or under its control can only be made by Canadian citizens, permanent residents of Canada, or persons present in Canada (proof required). If you do not fall within one of these categories, your request must be made through a representative who falls within one of these categories.

COMPLETED FORMS MUST BE SENT TO THE FOLLOWING ADDRESS

Chief Privacy and Security Officer
Canadian Partnership Against Cancer
145 King Street West, Suite 900
Toronto, Ontario M5H 1J8
or by e-mail to info@partnershipagainstcancer.ca

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SECTION A – DETAILS OF REQUEST

<p>In which language to you wish to receive the requested records?</p> <p><input type="checkbox"/> English <input type="checkbox"/> French</p>
<p>How do you wish to receive the records?</p> <p><input type="checkbox"/> Examine in person <input type="checkbox"/> CD <input type="checkbox"/> Paper format</p>
<p>Are you requesting information on your own behalf?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If the answer above is 'No', what is the purpose for your request?</p>

SECTION B – INFORMATION REQUESTED

Surname	Given Names (including Aliases)	D.O.B. (YYYY-MM-DD)
Describe specific information that you are requesting, or indicate 'all'		

SECTION C – REQUESTER'S CONTACT INFORMATION

<input type="checkbox"/> This request is submitted by a Canadian citizen, a permanent resident, or a person present in Canada		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	Surname <input style="width: 80%;" type="text"/>	Given Names <input style="width: 80%;" type="text"/>
Full Address <input style="width: 100%;" type="text"/>		
Telephone Number <input style="width: 90%;" type="text"/>	Date (YYYY-MM-DD) <input style="width: 90%;" type="text"/>	Requester's Signature <input style="width: 90%;" type="text"/>