

## 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).
4. You can expect that it will take 30 days for us to gather the information and you will be charged a fee of \$25.00/hr to cover the expense of providing you with the information.

***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):
2. Your name, address, and a telephone number where you can be reached during the daytime.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Mail this form to:

Brenda Polsfut, Privacy Officer  
Biggar Credit Union  
P.O. Box 670  
Biggar, SK S0K 0M0

(08/08)