



TO: Office of the Information and Privacy Commissioner  
Sir Brian Dunfield Building  
3rd Floor, 2 Canada Drive  
P.O. Box 13004, Station A  
St. John's, NL A1B 3V8  
Phone: (709) 729-6309 Fax: (709) 729-6500  
Toll Free: 1-877-729-6309 Email: commissioner@oipc.nl.ca

<b>Your Information</b> <i>(please print)</i>	
Surname:	First Name:
Organization (where applicable):	
Address: _____ _____ _____ Postal Code _____	
Daytime Telephone #:	Facsimile #:
E-Mail:	

<b>Public Body Information</b>
Name of the public body that your complaint concerns:
Date of the events leading to your complaint:
Name of the individual(s) you have been dealing with at the public body:

*Under the Access to Information and Protection of Privacy Act, 2015, the Commissioner's Office will send a copy of your complaint form to the public body. If you have concerns with this requirement, please make them known to the Commissioner's Office immediately.*

*It may be necessary for our Office to access your personal information as part of our investigation of your privacy complaint. We will only access your personal information to the extent necessary to conduct this investigation. Any information accessed will be held in the strictest of confidence.*

*Please attach a copy of any correspondence you sent to the public body about your complaint and any correspondence sent to you by the public body about your complaint.*

## Details of Your Complaint

Are you making this complaint:

on behalf of yourself?

on behalf of another individual or group?

***If you checked “on behalf of another individual or group” please attach supporting documentation authorizing you to act on behalf of the individual or group.***

Choose one or more of the following to help describe your complaint (provide specifics below):

Improper collection of my personal information

Failure of a public body to ensure my personal information is accurate and complete

My personal information that was used to make a decision that affects me was not retained for one year

My personal information has not been adequately protected

My personal information has been improperly used

My personal information has been improperly disclosed

The personal information of another individual or group of individuals has been collected, used or disclosed in contravention of the Act.

## Provide the Specifics of your Complaint Here\*

## What Resolution/Remedy are you Seeking?\*

*\*Attach additional pages as required*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)