



Privacy Incident Report

The personal information collected on this form will be used for the purpose of investigating the privacy complaint you have reported in accordance with the *Protection of Privacy Act*. This collection is authorized under section 4 (c) of the *Protection of Privacy Act* and will be used to respond to your request. For questions about the collection of personal information, contact the Information and Privacy Officer at 780-992-6200.

About you

Last Name		First Name		
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number (daytime)				
E-mail Address				

Incident Description

1. Type of Complaint

- ☐ Loss of your personal information
- ☐ Unauthorized access to your personal information
- ☐ Unauthorized disclosure of your personal information
- ☐ Unauthorized use of your personal information

2. Description of Privacy Incident *(Please provide as much detail about the incident but do not include third-party personal information, including the names of involved employees. We will contact you if additional information is required.)*

Please include the following details, if known:

- A description of the privacy incident, including what happened and when it occurred;
- The type of personal information involved;
- How you became aware of the issue;
- Any actions taken so far to address the issue.

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3. Personal Information Involved

- ☐ Name
- ☐ Contact Information
- ☐ Demographic Information (e.g. ethnicity, age, sex)
- ☐ Identifying Number (e.g. SIN, Alberta health care number, employee ID number)
- ☐ Financial Information
- ☐ Medical Information
- ☐ Other information (specify below)

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Notification

1. Have you notified anyone else at the City about this incident?

- ☐ Yes
- ☐ No

If yes, whom?

Your signature

Signature	Date
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**Where to send
your request**

Send your completed request form to the Information and Privacy Officer at legislativeservices@fortsask.ca or in person at City Hall, 10005 – 102 Street, Fort Saskatchewan, AB T8L 2C5