



# Privacy Complaint Form

This form is provided to assist you in making a privacy complaint regarding handling of personal information in contravention of *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP).

The personal information you provide on this form is protected under the provisions of LA FOIP.

### Contact Information:

Note: By providing your email address you consent for the City to correspond with you by email regarding this complaint.

<b>First Name*</b>	<b>Last Name*</b>	<b>Email Address</b>
<b>Mailing Address*</b>		<b>City*</b>
<b>Province*</b>	<b>Postal Code*</b>	<b>Home Phone</b>
<b>Work Phone</b>	<b>Cell Phone</b>	<b>Fax Number</b>
<p><b>Please indicate the best time and method to contact you, as well as any contact restrictions:</b>          Note: City of Regina business hours are 8:00 a.m. to 4:45 p.m.</p>		

\*Required Field

- I am a City employee
- I am a member of the public
- I am making this complaint on my own behalf
- I am making this complaint on behalf of another individual **Note: If you are making this complaint on behalf of another individual, that individual’s written authorization is required.**

Your name and details of your complaint will be disclosed to City business areas/employees as required to investigate your complaint and may be disclosed to the Saskatchewan Information and Privacy Commissioner or the courts should the outcome of the City’s investigation be challenged.

Indicate business area(s)/employee(s) subject to your complaint

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### Details of the Complaint:

I have reason to believe that one or more of the following has occurred:

- The City has inappropriately collected my personal information
- The City has inappropriately disclosed my personal information
- The City has inappropriately used my personal information
- The City has inappropriately disposed of my personal information
- The City has refused my request to correct my personal information
- Other – please explain:

Provide additional details regarding your privacy complaint, including any impact on you. Add as many pages as required.

### Documents:

Attach to this form copies of any documents that may help to investigate your complaint.

### Resolution of Complaint:

Describe the outcome you would like to see in response to your complaint.

### Signature:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Privacy Complaint Form

### Submit form to:

City of Regina  
Access & Privacy Team  
Office of the City Clerk  
PO Box 1790  
2476 Victoria Avenue  
Regina, SK S4P 3C8

Email: [lafoip@regina.ca](mailto:lafoip@regina.ca)  
Phone: 307-777-7262

### Definitions:

***Personal information*** – recorded information about an identifiable individual which may include but is not limited to: information about an individual’s race; religion; family status; age; birthdate; place or original; employment or criminal history; financial information; health services number; driver’s license number; social insurance number; home address; email address or telephone number; physical or mental condition of an individual; an individual’s personal views or opinions except where they are about another individual.

***Privacy*** – the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one’s personal information.