



# Privacy Complaint Form

This form is to assist you in making a privacy complaint regarding the handling of personal/confidential 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. Please note, to properly investigate your complaint, your name and details of your complaint will be disclosed to the department that is subject to the 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.

### Definitions

**Confidential information** – information that is meant to be kept private or shared with only certain parties for certain purposes. Confidential information may include personal information and information of a sensitive nature which may be, but is not limited to, third party/proprietary/commercial information.

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

### 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>
<b>Please indicate the best time and method to contact you, as well as any contact restrictions:</b>		
(City of Regina work hours are 8:00 a.m. to 4:45 p.m.)		

## Privacy Complaint Form

- 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.

**If you are making this complaint on behalf of another individual, please provide written authorization of the individual on whose behalf you are making the complaint and submit it with this form.**

Which department(s)/employee(s) is your complaint with?

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

Please provide additional details regarding your privacy complaint including the who, what, where, when, why and how of what happened and what impact this has had on you. If you need additional space, please attach as many pages as necessary.

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### Resolution of Complaint:

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

### Documents:

Please attach to this form copies of any documents that may help to investigate your complaint (e.g. any correspondence or records of conversations you have had with the department/employee(s) involved).

### Signature:

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

### Where to Send this Form:

Mail the completed form to:

City of Regina  
Access and Privacy Team  
c/o Office of the City Clerk  
PO Box 1790  
Regina, SK S4P 3C8

Or email: [lafoip@regina.ca](mailto:lafoip@regina.ca)