CCIA
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CANADIAN CATTLE IDENTIFICATION AGENCY

Access to Information and Correction of Personal Information
REQUEST FORM

Please Note: a $5.00 application fee is required to process all requests (cheque or money order, payable to Canadian Cattle Identification Agency).

First, read the **Access Request Procedure** set out below. Complete this form by filling in the fields below, then print.

Request for (check one only):	
☐ Access to General Records	☐ Access to CLTS Data
☐ Access to own Personal Information	☐ Correction of own Personal Information
CLTS Account Number:	

Last name:		
First name:	Middle name:	
Address:		
City, Town:	Province:	Postal code:
Email (optional):	Phone:	Cell:

If request is for access to, or correction of, own personal information records:

Last name appearing on records ☐ same as above, or (specify):

Please give a detailed description of requested records, personal information or personal information to be corrected.

NOTE 1: if you are requesting access to or correction of your own personal information, please identify the personal information bank or record containing the personal information, if known.

NOTE 2: if you are requesting a correction of personal information, please state the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:	☐ examine original ☐ receive copy	Signature:	Date:

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FOR CCIA USE ONLY	
Received by Office:	
Date Received:	Request Number:
Comments:	

NOTE: Pursuant to *Personal Information and Electronic Documents Act*, fees will be charged for activities which are required to process your request. Some examples are:

> a search charge for every 15 minutes of manual search required to locate a record;
> costs incurred in locating, retrieving, processing or copying a record, or in preparing the record for disclosure; and
> postage and shipping costs where applicable.

CCIA fees for access requests shall align with the federal Access to Information Regulations SOR/83-507

ACCESS REQUEST PROCEDURE

Filing a Formal Access Request

1. Any individual may file a Formal Access Request by submitting a request in writing to the Privacy Officer:

   7171-107 Avenue SE, Calgary, AB T2C 5N6
   ATTN: PRIVACY OFFICER Coordinator
   Fax: (403) 275-1668 Email: privacy@canadaid.ca

2. Applicants may outline the details of their request by completing the Request to Access Information Form.
3. The completed form must be accompanied by the application fee if applicable.

Receipt of a Formal Access Request

1. An employee, other than the Privacy Officer, who receives a Formal Access Request will forward the request to the Privacy Officer.
2. The Privacy Officer will:
   a. document receipt of the Formal Access Request;
   b. send an acknowledgement of the request to the applicant;
   c. determine who has custody of the records requested; and
   d. notify anyone who needs to know about the request.

Processing a Formal Access Request

1. The Privacy Officer will work with the relevant department head to determine the volume and complexity of the files to be retrieved.
2. The Privacy Officer will estimate the fee (if any) for services and present the estimate to the applicant. The applicant will be asked to forward 50% of the assessed fee before processing begins.
3. The relevant department head and/or employee involved will retrieve and copy any records considered responsive to the Formal Access Request. Copies will then be forwarded to the Privacy Officer.
4. The Privacy Officer will consider the need for consultations with any third parties or the need to create a record. If necessary, notices with respect to time extensions or third-party consultations will be sent.
5. The Privacy Officer will conduct a line-by-line review of the records and document release and refusal recommendations. The Privacy Officer will consult as necessary.
6. he Privacy Officer will document the final decisions.
7. The Privacy Officer will then:
   a. prepare the records (if any) for delivery or disclosure to the applicant;
   b. collect the balance of the fees;
   c. draft the final response letter; and
   d. send the letter and records (or instructions on how records may be obtained or examined) to the applicant.

Personal information in connection with this form is collected under the authority of applicable privacy legislation and will be used for the purpose of responding to your request. If you have any questions about the collection, use and disclosure of personal information by Canadian Cattle Identification Agency (CCIA), please contact: Privacy Officer, CCIA, 7171-107 Ave SE, Calgary, AB T2C 5N6, telephone 1-877-909-2333, email **privacy@canadaid.ca**.