

To whom it may concern,

Under section 4.9 of Schedule 1 of Canada's federal privacy legislation — The Personal Information Protection and Electronic Documents Act — I am requesting a copy of all personal information held to my person.

In general, PIPEDA requires organizations to provide individuals with access to their personal information at free or minimal cost within 30 days. For details about organizations' responsibilities under PIPEDA's access provision see the Office of the Privacy Commissioner's guidance at [priv.gc.ca](http://priv.gc.ca).

If you do not normally handle these types of requests, please forward this letter to the person in your organization responsible for privacy compliance.

Please contact me at this email if you require additional information from me before you proceed.