



**RENFREW HYDRO INC.**

B-499 O'Brien Rd

Renfrew ON K7V 3Z3

613-432-4884 info@renfrewhydro.com

## Access Request Form

Under the *Personal Information Protection and Electronic Documents Act* (PIPEDA), Renfrew Hydro has certain responsibilities to provide you with access to information in our possession that identifies you ("Personal Information") upon your request.

The purpose of this Access Request Form is for you to make a request to Renfrew Hydro to gain access to your Personal Information that is in Renfrew Hydro's possession ("Access Request"). If you are a Renfrew Hydro distribution customer seeking access to your Personal Information, please do not submit this Access Request Form -- instead please contact Renfrew Hydro at 613-432-4884 or at info@renfrewhydro.com, in order to obtain access to your Personal Information.

You will not be expected to provide additional Personal Information beyond what is asked for in this Form. Proof of identity will be required before the Personal Information will be supplied, and Renfrew Hydro will contact you at a later date to request proof of identity. If you have any questions or wish to contact Renfrew Hydro for more information, please refer to Renfrew Hydro's [Privacy Policy](#).

### ***Requester Information (Complete all information)***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Request Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

### **ACCESS REQUEST**

*Complete the fields shown on pages 1 to 3. \*Indicates required fields.*

### **INFORMATION REQUESTED\***

Please provide sufficient details to identify the Personal Information being requested i.e., subject matter, date range, type of records.

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Note: if the space is inadequate, please continue on the back of this form.

## REASON FOR REQUEST

Please provide details on the reason for your Access Request. Providing this information may help us identify Personal Information that is relevant to your Access Request.

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## METHOD OF ACCESS PREFERRED (Please select one)\*

- ☐ Receive paper copies of the Personal Information documents
- ☐ Receive electronic copies of the Personal Information documents

## PREVIOUS INQUIRY

Is this Access Request related to a previous inquiry?

- ☐ Yes
- ☐ No

If available, please include the reference number from the previous inquiry here:

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Please quote this reference number on all correspondence relating to the Access Request.

## ACKNOWLEDGMENTS

In making this Access Request, I agree to provide:

1. Proof of my identity; and
2. Further information and supporting documents as may reasonably be required to process the Access Request.

I also acknowledge and agree that Renfrew Hydro may be legally obliged or allowed to refuse access to certain Personal Information.

## ADDITIONAL INFORMATION

A Renfrew Hydro Representative will contact you by phone or email to confirm your identity and/or right to access the requested Personal Information.

- If we are able to provide you with access to the requested Personal Information, Renfrew Hydro will attempt to do so within 30 days of receipt of your completed Access Request Form. If we need more time to locate or gather your information, we will contact you.
- If we are unable to provide you with access to your Personal Information, we will provide you with a reason within 30 days of your Access Request.

Except with the consent of the Requester, the Personal Information provided in this Form will only be used for the purpose of processing this Access Request and will be retained until it is no longer necessary for legal or business purposes.

**SIGNATURE**

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Access Request managed by	Date
Requester identity verified by	Date
Access Request received by	Date
Filed by	Date
REMARKS	

Request granted/declined by	Date
Reason	Date
Written access granted/denied issued by	Date
Filed by	Date
REMARKS	