

## SUBJECT: Request for Rectification of Personal Information

In accordance with article 15 of the CAE Memphrémagog policy on the management of personal information:

"You or a person authorized under the Act respecting the protection of personal information in the private sector may make a request for rectification of your personal information.

This request will allow you to correct personal information in our possession if:

- The personal information is inaccurate;
- The personal information is out of date;
- The personal information is ambiguous;
- The personal information is incomplete; or
- The personal information was collected in an unjustified manner.

Alternatively, you may send a written request for rectification asking our Officer to destroy personal information that is out of date or has been collected or retained in an unjustified manner.

Any request for destruction or correction must be made in writing to our Privacy Officer by sending an email to: [info@caememphremagog.ca](mailto:info@caememphremagog.ca)."

I, \_\_\_\_\_, would like you to correct or delete the following information about me:

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Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Business phone number: \_\_\_\_\_

Requester's first and last name: \_\_\_\_\_

Requester's title in the business: \_\_\_\_\_

Requester's email: \_\_\_\_\_

Requester's phone number: \_\_\_\_\_

Requester's signature: \_\_\_\_\_ Request date: \_\_\_\_\_