



# Privacy Complaint Report For Use by the Public

CH 502 (R2025-08)

## Mail or Deliver Request during business hours to:

Access and Privacy Coordinator

Calgary Housing

200, 2535 – 3<sup>rd</sup> Ave SE

Calgary, Alberta T2A 7W5

Or email: [chprivacyprogram@calgary.ca](mailto:chprivacyprogram@calgary.ca)

The personal information collected on this form (including attachments) is pursuant to Section 4(c) of the *Protection of Privacy Act* "POPA". The information will be used to investigate the privacy complaint you have reported and for Calgary Housing to contact you with any questions during the investigation. Your information may be used in an automated system to generate content to make decisions, recommendations or predictions. The information may also be used for statistical purposes. It may not be possible to investigate your privacy complaint without sharing your name and details of the complaint with relevant Calgary Housing staff. If you have questions regarding the collection, use, and disclosure of personal information provided on this form, please contact the Access and Privacy Coordinator at 368-886-3165; or email [chprivacyprogram@calgary.ca](mailto:chprivacyprogram@calgary.ca).

Report Date (YYYY/MM/DD)

File # (For office use only)

## Contact Information

Name		Phone Number	
Address			
City		Province	Postal Code
Do you consent to receiving all future correspondences via email? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide your email address	

## Incident Description

Type of Complaint:

- ☐ Unauthorized access to your personal information
- ☐ Unauthorized collection of your personal information
- ☐ Unauthorized disclosure of your personal information
- ☐ Unauthorized use of your personal information

Please provide as much information about the privacy complaint as possible. E.g. time of incident, Job Title of employee(s) involved, any witnesses, and details of the incident.

### Personal Information Involved

Describe the personal information involved (please check box)

- ☐ Name
- ☐ Identifying Feature (e.g. ethnicity, age, sex)
- ☐ Identifying Number (e.g. SIN, AHN)
- ☐ Financial Information
- ☐ Medical Information
- ☐ Other Information (specify) \_\_\_\_\_

### Notification

Have you notified anyone else of this incident yet? ☐ Yes ☐ No If yes, whom?

### Attachments

Please provide any evidence you have to assist with Calgary Housing's investigation (e.g. screenshot, paper materials, email message)

### Contact Us

For general questions, please call the Access and Privacy Coordinator at 368-886-3165 or email at [chprivacyprogram@calgary.ca](mailto:chprivacyprogram@calgary.ca)