



Privacy Complaint Report For Use by the Public

CH 502 (2024-11)

The personal information collected on this form (including attachments) is pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy* Act. 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. 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 FOIP Coordinator at 587-578-6390; or email chfoip@calgary.ca, or at the Wood Building at 200, 2535 3rd Ave SE, Calgary, AB T2A 7W5.

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

Once this form is completed, please submit to Calgary Housing via:

Email:

chfoip@calgary.ca

Mail:

FOIP Coordinator
Calgary Housing
200, 2535 3rd Ave SE
Calgary, AB T2A 7W5

For general questions, please call the FOIP Coordinator at 587-578-6390 or email at chfoip@calgary.ca.