



REQUEST TO ACCESS INFORMATION OR CORRECT PERSONAL INFORMATION

CH 501 (R2026-01)

Mail or Deliver Request to:

Access and Privacy Coordinator
Calgary Housing
200, 2535 3rd Ave SE
Calgary, Alberta T2A 7W5

Or: Email: chprivacyprogram@calgary.ca

Important: This PDF was designed to be filled in with Adobe Acrobat Reader only.
If you are experiencing issues filling out this form, click here for help with your settings.

Your personal information collected herein is authorized under section 4(c) of the Protection of Privacy Act (POPA) for the purpose of accessing information and will be used to respond to your access request. Your information may be used in an automated system to generate content to make decisions, recommendations or predictions. If you have any questions about this collection and use, please contact the Access to Information Coordinator at chprivacyprogram@calgary.ca or call at: 368-886-3165.

Last Name		First Name	Name of Company or Organization (if applicable)	
Mailing Address		Are you acting as an agent or representative of the Company or Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No (I am submitting as an individual)		
City or Town		Province	Postal Code	
Phone (Daytime) ()	Phone (Cell) ()		Fax Number ()	
Email Address for Correspondence with Calgary Housing <input type="checkbox"/> I do not have an email address				
Signature			Date (YYYY-MM-DD)	

1. What kind of information are you requesting access to?

- ☐ GENERAL INFORMATION ☐ PERSONAL INFORMATION ABOUT ANOTHER
☐ PERSONAL INFORMATION ABOUT YOURSELF ☐ CORRECTION OF YOUR PERSONAL INFORMATION

2. Do you want to (choose only one):

- ☐ RECEIVE A COPY OF THE RECORD?
☐ EXAMINE THE RECORD IN PERSON?

3. Calgary Housing provides records electronically (choose only one):

- ☐ RECEIVE RECORDS BY EMAIL VIA SECURE WEB LINK ☐ PICK UP RECORDS IN PERSON
☐ RECEIVE RECORDS IN REGULAR MAIL

4. If personal information about another is requested, please provide his/her full given names and any previous names and applicable personal identifiers such as driver's license.

5. What records do you want to access/correct? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper.

6. Please specify relevant keywords to assist with the search for responsive records.

7. Provide the date or date range of the records requested above. Please give specific dates.

For office use only

Date Received YYYY-MM-DD	Request Number	Request Due Date YYYY-MM-DD
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ISC: Confidential

See Reverse for Information

General Instructions for Access to Information Requests

Written Permission of the Applicant is required to:

- Provide the requested information to a third party;
- Discuss an Access request with another person, including the spouse of an applicant; and release the name of the applicant.

Fees for Access Requests

Prior to the processing of any request for general information, an initial fee of \$25 is required.

General information is recorded information held by Calgary Housing that is not about an identifiable individual.

Requests for personal information will not require an initial fee to be paid.

In order to request personal information, that information must be about yourself or about someone for whom you are authorized to act.

In some cases, additional fees may be charged to process your request. A fee estimate and explanation will be provided to you prior to proceeding with the request.

Fees can be paid:

Cheque or money order payments can be mailed to the below address and should accompany a request.

1. By cheque or money order

- Made payable to Calgary Housing Company
- Amount: CAD\$25.00
- Memo line: "ATI Request" + your phone number + your file/reference number (if available). For example: ATI Request 403-555-1234 file no.1234

Mailing Address:

Calgary Housing

Finance Department

Wood Centre

200, 2535 3rd Avenue SE

Calgary Alberta T2A 7W5

2. By an EFT (Electronic Funds Transfer – Pay Bill)

- Log in to Your Online Banking Choose "Pay Bills"
- Add new Payee: CALGARY HOUSING CO.
- Payee Account Number Enter: F000001
- Payment Amount: CAD\$25.00

General Information Access Requests

If you choose to have your records emailed to you, you will need to provide Calgary Housing with an email address where a secure link will be provided to access the records. Otherwise, records will be mailed using the mailing address provided on the form. Pick up in person can still be selected. General information is recorded information held by Calgary Housing that is not about an identifiable individual.

Personal Information Access Requests

Please note by submitting this request you are consenting to your personal information being shared with the applicable internal Calgary Housing staff to assist with the search for responsive records. Personal information is recorded information about an identifiable individual.

You will be required to provide proof of your identity prior to the processing of the request for personal information. If the personal information you are requesting is about another individual, you will need to submit the 'Informed Consent For Disclosure of Personal Information' form that is to be completed by that individual. The individual consenting will need to provide proof of identity along with the form. You will be notified at the time of completion, as requests for personal information will be held for pick-up unless coordinated differently with the Access to Information Coordinator.

The 'Informed Consent for Disclosure of Personal Information' form can be found on Calgary Housing's external Access and Privacy web page: [Calgary Housing Information Access and Privacy](#)

Submitting an Access Request to Calgary Housing:

Mail to (Regular Mail)

Access and Privacy Coordinator

Calgary Housing

#200, 2535 – 3rd AVE SE

Calgary AB T2A 7W5

OR Email form to: chprivacyprogram@calgary.ca