



Personal Information Access Request Form

The *Personal Information Protection and Electronic Documents Act* (Canada), Fair Information Principle 9 – Individual Access, entitles individuals to a general right to access personal information that an organization holds about them. They also have the right to challenge the accuracy and completeness of the information, and have that information amended or updated as appropriate.

“Personal Information” means any information about an identifiable individual including but not limited to, your name, contact information (address, telephone number, cell or personal phone number or email), date of birth, account numbers or details, such as payment details, Log-in Data, etc. Information about or received from individuals and/or third-party service providers should be presumed to be personal information unless the contrary is clear.

- By virtue of the applicable privacy legislation, Personal Information does not include job title, job description or business contact information, such as the information disclosed on a business card, including business phone and email address.
- This information can be in any form including paper, electronic, audio, video or biometric, such as voiceprints, photographs and signatures. This information can also include information collected through digital activities, such as device model, browser type and IP address.

Please use this form to request Personal Information about yourself held by NAV CANADA. To confirm your identity and prevent unauthorized or fraudulent access to your data, please provide the information requested below. Please note that NAV CANADA may contact you to verify your identity.

Further information regarding NAV CANADA’s Privacy Notice can be found [here](#).

For questions about this form or our privacy practices, please contact the NAV CANADA Privacy Office at privacy@navcanada.ca.

Part A: Person Requesting Information

Your Name:	Date of Submission:	
Street, address, apartment:	City:	
Province:	Postal Code:	Telephone number:



Method of access preferred (please choose one)

- Receive paper copies of the documents
- Receive electronic copies of the documents

Note: requests for personal information usually take about 30 days to process, with some exceptions set out in NAV CANADA's Privacy Notice. You will be notified when additional time is required. Where a request involves many documents, you may be charged a fee to cover photocopying and administrative costs. These costs will be clearly communicated to you.

Part B: Access Request

I am requesting the following personal information held by NAV CANADA.

(please describe what you are requesting and include details that will help us locate the record)

#	Date(s) or Timeframe	Subject Matter (please be as specific as possible)
1		
2		
3		

Signature:

Print Name :

Please mail completed form to

Privacy Office
NAV CANADA
Ottawa Logistics Center
1611 Tom Roberts
Ottawa ON
K1V 1E6

Or by email to privacy@navcanada.ca



Part C: Response to Access Request (NAV CANADA Use Only)

Information regarding receipt and initial review of request:	
Date Request Received:	<input type="checkbox"/> Access request granted <input type="checkbox"/> Access request not granted <input type="checkbox"/> Access request granted in part
If complete access request was not granted, reason for refusing all or part of the request:	
Date applicant was notified:	

If an extension is required, please indicate reason:	
Date of extension:	Date applicant was notified of extension:
Processed By:	Date: