



PERSONAL INFORMATION REQUEST FORM

The *Personal Information Protection and Electronic Documents Act* entitles individuals to request and receive personal information collected about them. "Personal information" means information about an identifiable individual, excluding name, title, business address or work telephone. Further information regarding NAV CANADA's Privacy Code can be found at www.navcanada.ca or by writing or faxing the NAV CANADA Privacy Co-ordinator at the address or facsimile number below.

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. **Fields marked with an asterisk (*) are for NAV CANADA employees or former employees only.** Please note that it may not be possible to respond to requests that have incomplete information.

Your Name: _____

*PRI Number: _____ *Work Telephone: _____

*Work Address: _____

Telephone where you prefer to be contacted: _____

Address where you want documents sent: _____

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

	DATE(S) OR TIMEFRAME	SUBJECT MATTER (please be as specific as possible)
1.		
2.		
3.		

Please use additional copies of this form if you need more space.

Signature: _____ Date: _____

PLEASE MAIL THIS FORM TO: MISTY GIROUX, PRIVACY COORDINATOR, NAV CANADA, 77 METCALFE STREET, OTTAWA, ON K1P 5L6, OR FAX IT TO 1-613-563-4707.

Note: requests for personal information usually take about 30 days to process, with some exceptions set out in NAV CANADA's Privacy Code. You will be notified when additional time is required. Where a request involves a large number of documents, you may be charged a fee to cover photocopying and clerical expenses. For more information about NAV CANADA's Privacy Policy, contact Misty Giroux, Privacy Coordinator at privacy@navcanada.ca or girouxm@navcanada.ca.