



# Privacy Complaint Report

## For use by the public

CC 950 (R2020-08)

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 The City of Calgary ("The City") to contact you with any questions during the investigation. The information may also be used for statistical purposes and may be disclosed to other Business Units if they are involved in the privacy complaint stated. It may not be possible to investigate your privacy complaint without sharing your name and details of the complaint with the relevant Business Units. If you have questions regarding the collection, use, and disclosure of personal information provided on this form, please contact the FOIP Coordinator at 403- 268-5861, extension 2; or email [foip@calgary.ca](mailto:foip@calgary.ca), or at the Administration Building, 1<sup>st</sup> Floor, 313– 7<sup>th</sup> Avenue SE.

<b>Report Date</b> (YYYY/MM/DD)
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<b>File #</b> (For office use only)
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### 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, City Business Unit, 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 at The City of this incident yet?  Yes  No If yes, whom?

### Attachments

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

### Contact Us

Once this form is completed, please submit to Access & Privacy via:

<b>Email:</b> <a href="mailto:FOIP@calgary.ca">FOIP@calgary.ca</a>	<b>Fax:</b> 403-476-4102 Administration Building,	<b>Mail:</b> FOIP Coordinator The City of Calgary #8007F PO Box 2100, Station M Calgary, AB T2P 2M5
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For general questions, please call Access and Privacy at 403-268-5861 extension 2.