

# ATIPPA, 2015 Form Correction Complaint

A person who made a request to a public body to correct an error or omission in their personal information may use this form to file a correction complaint. Section 42(1) of the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA, 2015) states:

A person who makes a request under this Act ... for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

You can complete and send this form to [commissioner@oipc.nl.ca](mailto:commissioner@oipc.nl.ca). You can also send your complaint by mail to the Office of the Information and Privacy Commissioner, PO Box 13004, Station A, St. John's, NL A1B 3V8, or by fax to 709-729-6500. Information in this form is being collected to process and investigate your complaint.

The Office of the Information and Privacy Commissioner (OIPC) will send a copy of this form to the public body. In order to conduct our investigation, it may be necessary for OIPC to access and review your personal information. Collection of your personal information by OIPC is authorized by section 61(c) of ATIPPA, 2015. If you have any questions or concerns, please contact [OIPC's Privacy Officer](#) at 709-729-6309 or toll free at 1-877-729-6309.

---

**Date of Correction Complaint:** \_\_\_\_\_

I am making this complaint on behalf of:                      myself                      another person

**If you are making this complaint on behalf of "another person," please provide supporting documents authorizing you to act on their behalf.**

Section 1: Your Information	
Name	
Organization (if applicable)	
Mailing Address Please provide your <u>complete</u> mailing address.	
Phone Number	
Email	

Section 2: Public Body Information	
Public Body Name	
Public Body File Number	
Date of Your Correction Request	

Please attach a copy of any correspondence you received from the public body about your correction request.

I have attached correspondence I received from the public body.

I am not attaching any correspondence.

Section 3: Reason for Complaint
I have a complaint about the public body's refusal to correct my personal information.
I made a request to correct my personal information and the public body has not responded.

## Section 4: Details of Your Complaint

## Section 5: Resolution or Remedy You Are Seeking