

HOMESTEAD LAND HOLDINGS LIMITED

PERSONAL INFORMATION REQUEST FORM

Personal Information Access Request Under the
Personal Information Protection and Electronic Documents Act ("PIPEDA")
- and -
Homestead Land Holdings Limited Privacy Policy

Your Information

Mr. Mrs. Ms. Miss

Surname: _____ First Name: _____ Initials: _____

Address: _____ Unit: _____

City: _____ Province: _____ Postal Code: _____

Telephone (day): _____ Telephone (evening): _____

Request

- To know if the Landlord has possession of any of my personal information
- To have access to my personal information in the possession of the Landlord
- To make corrections to my personal information in the possession of the Landlord

Description of Records

Please provide a detailed description of requested records, personal information or personal information to be corrected. If you are requesting access to or correction of your personal information, please identify the record containing the personal information, if known. If you need additional space, please attach as many pages as necessary.

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and the reasons for not making the correction.

Personal Information Request Form

Preferred Method of Delivery

Pick-up

Mail

Information about the Access to Personal Information Process

For more information about the complaint process, please contact the Landlord's Privacy Officer at, (613) 546-3146 or visit the Landlord's Web site at www.homestead.on.ca.

Where to Send this Form

Mail this completed form along with a cheque or money order in the amount of \$25.00, payable to Homestead Land Holdings Limited to:

Privacy Officer:

Jim Minnes, Human Resources Manager
80 Johnson Street
Kingston, Ontario, K7L 1X7

Signature(s)

Your Signature: _____ Date: _____
(D/M/Y)

Signature: _____ Date: _____
(D/M/Y)

Signature: _____ Date: _____
(D/M/Y)

Personal Information Request Form

For Landlord's Use Only

Date Received: _____ Request # _____ Received By: _____
(D/M/Y)

Payment Received: **yes/no**

Comments: _____

Approved for release: _____
(Privacy Officer)

Personal information contained on this form is collected pursuant to PIPEDA and will be used for the purpose of responding to your request and will be retained by the Landlord in accordance with its retention policies. Questions about this collection should be directed to the Landlord's Privacy Officer.
