

# Personal Information Access Request Form



*Protected when completed*

**Step 1** Identify the PIB Department that likely holds your personal information.

**Step 2** Provide specific details regarding the personal information you are requesting.

**Step 3** Complete all requested information to assist PIB in determining accessibility. This will also enable PIB to contact you should any clarification be necessary.

**Step 4** Submit the completed application to the snpink'tn Indian Band (PIB) at the address provided below at the end of the form.

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snpink'tn Indian Band Program/Department (that you are requesting information from):

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Please provide details regarding your personal information being requested (e.g., subject matter, date range, type of records).

I am a snpink'tn (PIB) member or community resident and request personal information about myself.

I request personal information on behalf of another individual who is a snpink'tn (PIB) member or community resident.

Please note that PIB may contact you to verify your identity and to confirm you have a right of access in accordance with PIB's Information Privacy and Protection Policy 2015-07.

Please choose one preferred method of access.

Review onsite at PIB

Receive electronic copies of the documents

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Name of Applicant and Member # (if applicable)

I consent to sharing my personal information to update the snpink'tn Membership List.

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Street, Address, Suite

Email Address

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City

Province

Postal Code

Phone Number

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Signature

Date

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The personal information on this form is collected to process this personal information access request. If consent has been provided, it will be disclosed to PIB's Membership Services to update the snpink'tn Indian Band Membership list, in accordance with Section 3 of PIB's Information Privacy and Protection Policy 2015-07. This request package will be retained for two years after the completion of this request process, then destroyed following PIB's Retention and Disposition Schedule Standard 2023-01. For any questions about the collection or use of this information, please contact the Privacy Officer at 250-493-0048.