

Instructions

Please

- Describe the records or information you are seeking to correct in as much detail as possible.
- If you are requesting the correction of personal information on behalf of another individual, you must complete a **Proof of Authority** form. Please attach a completed Proof of Authority to this application form.
- Send or deliver this form to the Access and Privacy Coordinator of the public body that has the records you would like corrected.
- Keep a copy for your records.
- The *ATIPPA* may be viewed in its entirety at <http://www.assembly.nl.ca/Legislation/sr/statutes/a01-1.htm>

Personal information collected on this form is protected by the *Access to Information and Protection of Privacy Act* and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator of the public body to whom the application is sent.