



PIPA Request to Access Personal Information

Right of Access

Under British Columbia's Personal Information Protection Act (PIPA), you have the right to request access to your personal information that is in the custody or control of PBC Solutions.

Request Process

The PBC Solutions Privacy office will acknowledge receipt of your request via email. To protect your privacy, before processing the request, you will be asked to provide a government issued identification so that your identity can be verified.

If you are requesting records on behalf of another person, additional verification will be required.

You will receive a response to your request within 30 business days unless the time limit for response has been extended under Section 31 of PIPA.

Records will be provided electronically via email unless a different delivery method is requested. Other delivery methods may result in fees.

Applicant Information:

First Name _____ Last Name _____

Address _____ City _____

Province ____ Postal Code _____

Telephone Number _____ Email Address _____

Records Requested:

(List or identify records requested. Include as much detail as possible such as date of the records or a date range, area of the organization where the records originated, subject, topic, or theme.)



Signature: _____ Date: _____

Send completed form to: privacy@pbcsolutions.ca

Personal information on this form is being collected in accordance with section 11 of the *Personal Information Protection Act* and will be used to process and respond to your access request. Please contact privacy@pbcsolutions.ca if you have questions about the collection of your information.