

Personal Information Request Form

Privacy Act

Protected when completed

<p>Step 1</p> <p>To apply for information under the <i>Privacy Act</i>, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the International Development Research Centre (IDRC) find it. If you require assistance, refer to Info Source (Sources of Federal Government Information) for a description of program records held by the International Development Research Centre (IDRC), or contact the IDRC's Access to Information and Privacy Coordinator.</p>	<p>Step 2</p> <p>Forward the Personal Information Request Form to the Access to Information and Privacy Coordinator of the International Development Research Centre. The address is listed in the Introduction to <i>Info Source</i> and can also be found at the bottom of this form.</p>	<p>Step 3</p> <p>When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Privacy Commissioner should you believe that you have been denied any of your rights under the Act.</p>
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I wish to examine the information As is All in English All in French

Provide details regarding the information being sought:

Methods of access preferred: Receive copy of originals CD Examine originals in the IDRC's offices

Name of applicant

Street, address, apartment

City or town Province Postal Code

Telephone number (including regional code)

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada

_____ _____

Signature Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.