**Personal Information Request Form**

**Privacy Act**

### Step 1
To apply for information under the *Privacy Act*, 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.

### Step 2
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 Info Source and can also be found at the bottom of this form.

### Step 3
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.

<table>
<thead>
<tr>
<th>I wish to examine the information</th>
<th>□ As is</th>
<th>□ All in English</th>
<th>□ All in French</th>
</tr>
</thead>
</table>

Provide details regarding the information being sought:

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________ 
_____________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Methods of access preferred:</th>
<th>□ Receive copy of originals</th>
<th>□ CD</th>
<th>□ Examine originals in the IDRC’s offices</th>
</tr>
</thead>
</table>

**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*. 

---

**Head Office / Siège** : PO Box / CP 8500, Ottawa, ON, Canada K1G 3H9
(150 Kent Street, Constitution Square / 150, rue Kent, Complexe Constitution Square)
Phone / Tél. : 613-236-6163, ext./poste 2348  Fax / Téléc. : 613-565-8212  Email / Courriel : ATIP-AIPRP@idrc.ca

www.idrc.ca  www.crdi.ca  Government of Canada