Access and Privacy Complaint Submission Form

PART A – COMPLAINT DESCRIPTION AND SUBMISSION

Please complete the applicable sections of this form and return it to the Sturgeon County Access and Privacy Office at accessandprivacy@sturgeoncounty.ca.

The Access and Privacy Advisor will acknowledge receipt of your submission and provide an estimated response date in the acknowledgement.

Name	**Date**
Preferred Contact Method (Email or Phone Number)	
Is your complaint regarding an access to information (ATIA) request?	
☐ No ☐ Yes, please provide ATIA request file number _____	
Please describe your complaint below. Include as much information as possible regarding the nature of your complaint. You may attach records to submit with this form if needed.	
Are you attaching any additional records with your form submission?	☐ No ☐ Yes

The personal information collected on this form will be used to administer to your access and privacy complaint and is collected under the authority of section 4(c) of Alberta's *Protection of Privacy Act* (POPA). If you have questions about the collection, use, or disclosure of your personal information, please contact the Sturgeon County Access and Privacy Advisor at 9613 – 100 Street, Morinville, Alberta, T8R 1L9, by email at accessandprivacy@sturgeoncounty.ca, or by telephone at (780) 939-4321.