



**RENFREW HYDRO INC.**

B-499 O'Brien Rd

Renfrew ON K7V 3Z3

613-432-4884 info@renfrewhydro.com

## Correction Request Form

Under the *Personal Information Protection and Electronic Documents Act* (PIPEDA), Renfrew Hydro must respond to requests to correct Personal Information, and amend the Personal Information if successfully shown to be inaccurate or incomplete.

The purpose of this Correction Request Form is for you to make a request to Renfrew Hydro to make amendments to your Personal Information if you believe there are errors or omissions ("Correction Request"). If you are a Renfrew Hydro distribution customer wishing to provide new or updated Personal Information or correct any mistakes with your existing Personal Information, please do not submit this Correction Request Form -- instead please contact Renfrew Hydro at 613-432-4884 in order for Renfrew Hydro to promptly update your Personal Information.

You will not be expected to provide additional Personal Information beyond what is asked for in this Form. Proof of identity will be required before Renfrew Hydro can respond to your Correction Request and Renfrew Hydro will contact you at a later date to request proof of identity. If you have any questions or wish to contact Renfrew Hydro for more information, please refer to Renfrew Hydro's [Privacy Policy](#).

### ***Requester Information (Complete all information)***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Request Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

### **CORRECTION REQUEST**

*Complete the fields shown on pages 1 to 3. \*Indicates required fields.*

### **CORRECTION REQUEST: I wish to make the following corrections\***

Identification of the Personal Information concerned\*:

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Correction requested\*:

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NOTE: if the space is inadequate, please continue on the back of this form.

### PREVIOUS INQUIRY

Is this Correction Request related to a previous inquiry?

Yes       No

If available, please include the reference number from the previous inquiry here:

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Please quote this reference number on all correspondence.

### ACKNOWLEDGMENTS

In making this Correction Request, I agree to provide:

1. Proof of my identity; and
2. Further information and supporting documents as may reasonably be required to process the Correction Request for correction to my Personal Information, e.g., documentary proof to demonstrate the inaccuracy or incompleteness of the information.

I also acknowledge and agree that Renfrew Hydro may be legally obliged or allowed to refuse to correct certain Personal Information.

**ADDITIONAL INFORMATION** A Renfrew Hydro Representative will contact you by phone or email to confirm your identity and/or right to correct the Personal Information.

- If we are able to correct your Personal Information, Renfrew Hydro will attempt to do so within 30 days of receipt of your completed Correction Request Form. If we need more time to locate or gather your information, we will contact you.
- If we are unable to correct your Personal Information, we will provide you with a reason within 30 days of your request.

Except with the consent of the Requester, the Personal Information provided in this Form will only be used for the purpose of processing this Correction Request

**SIGNATURE**

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Correction Request managed by	Date
Requester identity verified by	Date
Correction Request received by	Date
Filed by	Date
REMARKS	

Correction Request accepted declined by	Date
Reason	Date
Written acceptance/refusal issued by	Date
Filed by	Date
REMARKS	