

## RE: Request for Access to Personal Information

In accordance with article 14 of the CAE Memphrémagog policy on the management of personal information:

*"You or a person authorized under the Act respecting the protection of personal information in the private sector may make a request for access to your personal information by directly contacting our Privacy Officer via email at:*

*[info@caememphremagog.ca](mailto:info@caememphremagog.ca).*

*The CAE Privacy Officer will grant such access unless:*

- The law prevents CAE Memphrémagog from granting access;*
- CAE Memphrémagog has a serious and legitimate interest in refusing access; or*
- Granting such access could seriously harm a third party.*

*A period of thirty (30) days will be required to examine your request.*

*In principle, the exercise of the right of access is free of charge. However, a reasonable fee may be charged to the requester to offset the costs of transcribing, reproducing or transmitting personal information. In this case, the requester will be notified of the amount of the fee in question before the request is processed."*

I, \_\_\_\_\_, wish to have access to all documents containing personal information about me.

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Business phone number: \_\_\_\_\_

Requester's first and last name: \_\_\_\_\_

Requester's title in the business: \_\_\_\_\_

Requester's email: \_\_\_\_\_

Requester's phone number: \_\_\_\_\_

Requester's signature: \_\_\_\_\_ Request date: \_\_\_\_\_