

**SUBJECT: Request to Withdraw Consent to the Use of Certain Personal Information**

In accordance with article 16 of the CAE Memphrémagog policy on the management of personal information:

*“Subject to your contractual obligations with CAE Memphrémagog and applicable legislation, the Act respecting the protection of personal information in the private sector (if it applies to you) allows you to withdraw your consent to certain uses or disclosures of personal information. Please note that exercising this right may affect the services that CAE Memphrémagog provides to you. If you make such a request, CAE Memphrémagog will identify and inform you of the consequences of the withdrawal of consent on these services.*

*Any request for access or rectification must be addressed in writing to the Privacy Officer by sending an email to: [info@caememphremagog.ca](mailto:info@caememphremagog.ca).*

*The request must be sufficiently detailed to enable the Privacy Officer to evaluate and identify the personal information covered by the request. The requester must ensure that the Privacy Officer can reach them in order to help clarify the request, facilitate identification of the personal information covered by the request, and, above all, communicate whether the request has been accepted or rejected, if applicable.*

*The Privacy Officer has a duty to process these requests within 30 days. If the request is not processed within this time frame, it is deemed to have been refused.”*

I, \_\_\_\_\_, wish for you to remove

the following personal information about me:

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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: \_\_\_\_\_