

REQUEST TO CORRECT PERSONAL INFORMATION_GENERAL



Information, Risk & Compliance

10215 108 Street NW, Edmonton, Alberta, Canada, T5J 1L6
compliance@norquest.ca | www.norquest.ca

INSTRUCTIONS

Submit this form to have NorQuest College correct your personal information, which is in the custody and control of the College. Most changes require you to submit current identification. Expired ID will not be accepted. Complete only the relevant sections of the form and then submit it to compliance@norquest.ca.

REASON FOR SUBMITTING THIS FORM (Check all that apply)

- My address has changed
- My legal name has changed
- My citizenship status has changed
- My gender has changed
- Other: _____

FOR OFFICE USE ONLY	
DATE RECEIVED	ENTERED BY

LAST NAME / SURNAME (CURRENT or NEW LEGAL NAME)		FIRST NAME / GIVEN NAME (CURRENT or NEW LEGAL NAME)	
EMPLOYEE ID (IF APPLICABLE)		DATE OF BIRTH (YYYY/MM/DD)	
STREET ADDRESS		APARTMENT NUMBER	CITY/TOWN
PROVINCE	POSTAL CODE	COUNTRY	

Reason for Change (Fill out all that apply)

NAME CHANGE	Proof required: marriage certificate, change of name certificate, birth certificate, or other government ID		
FORMER LAST NAME	FORMER FIRST NAME		
CITIZENSHIP STATUS	Proof required: passport, permanent resident card, citizenship document, or proof of status	NEW STATUS IN CANADA	
GENDER	Proof required: government issued ID	GENDER	
OTHER	Describe the personal information you wish to update and provide relevant documentation		

OR

My Request to Correct Personal Information is under *Protection of Privacy Act (POPA)* (ONLY COMPLETE IF YOUR REQUEST IS UNDER POPA)

<p>Whose information do you want to correct?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your own personal information (not listed in above section – “Reason for change”) <input type="checkbox"/> Another person’s information (Please attach proof that you can legally act for the person.)

<p>What personal information needs to be corrected?</p> <p>(Please give as much detail as possible. Be sure to give the complete name that is in the records if it is different from the name given above.)</p>	
<p>What correction(s) do you want to make and why?</p> <p>(Please attach any documents that support your request.)</p>	

Protection of Privacy Act (POPA) Notification Statement

Your personal information is needed for the purpose of processing your request to correct personal information. This is allowed under section 4(c) of the *Protection of Privacy Act* (POPA). Your information may be used in an automated system to generate content or make decisions, recommendations, or predictions. It will be protected from unauthorized access, use, and sharing. If you have questions about your collected information, you can contact Information, Risk & Compliance, 10215 108 Street NW, Edmonton, Alberta, T5J 1L6, compliance@norquest.ca.

REQUESTER SIGNATURE	DATE: (YYYY/MM/DD)
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FOR OFFICE USE ONLY	
Requests to Correct Personal Information under POPA must be sent to the Information, Risk & Compliance (IRC) at Compliance@norquest.ca .	Date IRC Team Received Request: DATE: (YYYY/MM/DD)