# ACCESS REQUEST, INQUIRY OR COMPLAINT FORM

**Access Request**

To request access to your personal information, please provide the following information in a dated and signed letter:

1. A description of the information to which you seek access:

2. Your name, address, and a telephone number where you can be reached during the daytime:

3. The location address where you would like to obtain access to the information (for example, the office of an affiliated organization or the offices of the Credit Union).

**Please note that you must produce at least two pieces of identification bearing a signature, one of which should include photo identification and a birth date in order to obtain the information requested.**

**Inquiry or Complaint**

To make an inquiry or file a complaint under the Personal Information Protection and Electronic Documents Act, please provide the following in a dated and signed letter:

1. The nature of the inquiry or complaint (please be as specific as possible):

2. Your name, address, and a telephone number where you can be reached during the daytime.

Date _____ Signature _____

Mail this form to: Privacy Officer
Advantage Credit Union
Box 1657
Melfort, Saskatchewan S0E 1A0