

PRIVACY COMPLAINT FORM

Privacy Complaint Under the
Personal Information Protection and Electronic Documents Act (“PIPEDA”)
- and -
The Landlord’s Privacy Policy

Your Information

ف Mr. ف Mrs. ف Ms. ف Miss

Surname: _____ First Name: _____ Initials: _____

Address: _____ Unit: _____

City: _____ Province: _____ Postal Code: _____

Telephone (day): _____ Telephone (evening): _____

Representative Information (Complete only if you will be represented)

I authorize the following person to act on my behalf and to receive any personal information pertaining to me, as necessary to investigate this privacy complaint.

Representative is a: ف Lawyer ف Agent ف Mr. ف Mrs. ف Ms. ف Miss

Surname: _____ First Name: _____ Initials: _____

Name of company, association or organization: _____

Address: _____ Unit: _____

City: _____ Province: _____ Postal Code: _____

Telephone (day): _____ Telephone (evening): _____

Details of the Complaint

I have reason to believe that one or more of the following has occurred:

- ف The Landlord has inappropriately collected my personal information
- ف The Landlord has inappropriately disclosed my personal information
- ف The Landlord has inappropriately used my personal information
- ف The Landlord has inappropriately disposed of my personal information
- ف The Landlord has inappropriately safeguarded my personal information
- ف Other – Please explain: _____

Privacy Complaint Form

Resolution of Complaint

Please describe how your privacy complaint could be resolved.

Information about the Privacy Complaint Process

For more information about the complaint process, please contact the Landlord's Privacy Officer at (613) 237-2425, or visit the Landlord's Web site at www.propertiesgroup.ca.

Where to Send this Form

Mail this completed form to:

The Properties Group Management Ltd.
500-100 Sparks Street
Ottawa, ON K1P 5B7
Attention: Privacy Officer

Signature

Your Signature: _____ Date: _____
(D/M/Y)

Personal information contained on this form is collected pursuant to *PIPEDA* and will be used for the purpose of responding to your complaint and will be retained by the Landlord in accordance with its retention policies. Questions about this collection should be directed to the Landlord's Privacy Officer.
