

Privacy Complaint Form

To submit a privacy complaint, all fields marked with an asterisk (*) must be completed. Incomplete forms may not be accepted. Optional fields may be filled in if relevant to your complaint.

If you are submitting the form as a lawyer or other third party on behalf of the complainant, please ensure the complainant has completed the **representative information section** before submitting the form.

Who is submitting the complaint: *

I am submitting a privacy complaint about my own personal information

I am submitting a privacy complaint on behalf of someone else.

Complainant Information:

First name: *

Last name: *

Unit No.

Street No.

Street Name:

City/Town:

Province:

Postal Code:

Telephone: *

Email: *

Representative Information: Complete this section only if you are being represented by a lawyer or other third party.

I _____ authorize the following person to act on my behalf to file a privacy complaint and to receive any personal information pertaining to me, as necessary for the purpose of this complaint.

Representative is a:

Lawyer

Other, please specify

First name: *

Last name: *

Name of company, association or organization (if applicable):

Unit No.

Street No.

Street Name:

City/Town:

Province:

Postal Code:

Telephone: *

Email: *

Details of the complaint:

Name of the department the complaint relates to: *

I have a reason to believe that one of the following has occurred: *

The department(s) has inappropriately collected my personal information.

The department(s) has inappropriately disclosed my personal information.

The department(s) has inappropriately used my personal information.

The department(s) has inappropriately disposed of my personal information.

Other – Please explain:

Please provide a detailed description of your privacy complaint covering the *what, when, who, how, where, and why* of what happened. (If you need additional space, please attach as many pages as necessary.): *

Resolution of complaint:

Please describe how your privacy complaint could be resolved. *

Complaint submission options:

By Email:

Send your documents to privacy@oakville.ca

By Mail or In Person:

Access and Privacy Officer
Clerk's Department
Town of Oakville
1225 Trafalgar Road
Oakville, ON L6H 0H3

Signature of complainant

Date (*mm/dd/yyyy*)

Personal information is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Town's Protection of Privacy Procedure. It will be used by the Town of Oakville to respond to and action the privacy complaint submitted under this form. Questions about this collection and use of your personal information may be directed to the Access and Privacy Officer by email at privacy@oakville.ca, by phone at 905-815-6015 or by mail to Access & Privacy Officer, Clerk's Department, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3.