

# PERSONAL INFORMATION ACCESS REQUEST FORM – MEMBERS

Date of request: \_\_\_\_\_

## REQUEST FOR INFORMATION

*To process your request, we require the following information:*

Full name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to HEU (i.e. member, retired member): \_\_\_\_\_

Membership number (if applicable): \_\_\_\_\_

Contact phone #(s): \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Place of work: \_\_\_\_\_

Job Title: \_\_\_\_\_

Please indicate if you would like to receive your documents in a password-protected electronic PDF via email or by hard copy via registered mail (please note that there may be fees associated with receiving documents by registered mail; see below):

Electronic PDF (via email)

Hard Copy (via registered mail)

HEU stores information in a number of databases and files. To enable us to process your request as efficiently as possible, please describe in detail the information you are looking for, including the type of information, the date range of the information, and, if possible, the departments or locations where you believe the information would be located.

For example:

- *Ex. 1: My WCB file from 2022 to present – Workers Compensation Appeals Department*
- *Ex. 2: Correspondence with Northern Health Authority regarding my grievance of January 1, 2023 (Grievance Number 12345-6 – HEU Prince George Office)*
- *Ex. 3: My Enhanced Disability Management Program records from 2020 to present - EDMP*

**Note that the more specific and targeted your request is, the more likely it is that we will be able to process your request quickly and with minimal or no fees.**

# PERSONAL INFORMATION ACCESS REQUEST FORM – MEMBERS

Information Requested:

Requestor signature: \_\_\_\_\_

This form should be placed in an envelope marked “Confidential” and mailed to: HEU Privacy Officer, HEU, 5000 North Fraser Way, Burnaby, B.C. V5J 5M3, or email to [privacy@heu.org](mailto:privacy@heu.org).

### **Processing fees**

No processing fees will be charged for records packages totaling 25 pages or fewer.

For packages containing more than 25 pages, a processing fee of \$0.20 per page will be charged for the 26<sup>th</sup> and each additional page, up to a maximum processing fee of \$300.

These processing fees apply to records delivered by email (PDF) as well as to records delivered by registered mail (hardcopy).

### ***Additional fees for printing/photocopying and delivery***

If you choose to have records delivered by registered mail (hardcopy), the following **additional** fees will apply:

- \$0.05 for each printed or photocopied page
- The actual cost of registered mail service

### ***Fee estimate will be provided***

Once we receive your request, we will provide you with an estimate of any fees that may apply. If, at that point, you would like us to proceed with processing your request, we will require pre-payment of the estimated fees, by cheque, made out to the Hospital Employees’ Union. Please mail cheque in an envelope marked “Confidential” and mailed to HEU Privacy Officer, 5000 North Fraser Way, Burnaby, B.C. V5J 5M3.