

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): _____

The Hospital Employees' Union (HEU) stores information in a number of databases and files. To enable us to process your request quickly and efficiently, please outline as specifically as possible the information you would like to receive and provide us with a summary of the departments which you believe may have the information that you are looking for. HEU will begin processing your request as soon as this form is completed and received by the HEU Privacy Officer. HEU will make all attempts to respond within 30 business days of receipt of your request.

Information requested:

This information is associated with the following HEU departments:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

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.

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The following fee schedule, for access requests under the *Personal Information Protection Act*, will be applied:

Copying, postage and courier costs

- No charges of any kind will be levied for packages with fewer than 25 pages.
- For all packages containing 26 pages or more:
 - a fee of 20 cents per copy will be charged to the member for the copying of the 26th page and thereafter; and
 - members will be charged the actual costs, if any, for postage or courier.

Staff time (location, retrieval and copying of material)

No charges will be levied for the first three hours of staff time. For the first quarter-hour and each quarter-hour thereafter, a fee of \$5 will be charged to the member for the location, retrieval and copying of documents that will be provided directly to them.

Maximum fee

No member will be charged more than \$300 for the above services for any one access-to-personal information request.

