

Complete this form if you believe that your privacy has been compromised due to the mishandling of your personal information.

1 Give your personal information

Name: _____

Address: _____

_____ Postal code: _____

Daytime phone number: _____

Email address (if you wish to be contacted by email): _____

2 Give details about the complaint and attach any relevant documents

Include: What the complaint is about, when it occurred, and who was involved, names of any individuals involved.

Date of the incident: _____

Department/Agency involved: _____

Details:

3 Sign the form

In order to investigate your complaint, it may be necessary to review information about you or identify you and share your information about the complaint you have made with staff in the identified department.

Signature: _____ Date: _____

4 Send the Form to

Information Access and Privacy Services
Service Nova Scotia
PO Box 72
Halifax NS B3J 2L4

Questions? Call: 902-424-2985
1-844-424-2985 (toll free)
Email: privacy@novascotia.ca
