



**Personal Information Access & Correction Request Form
Lundgren & Young Insurance Ltd.**

Request for:

Access to Your Own Personal Information -or- Correction of Your Own Personal Information

Submit to: Privacy Officer
Lundgren & Young Insurance Ltd.
400C-9705 Horton Road S.W.
Calgary, AB T2V 2X5

We endeavor to provide access to your information at no cost but depending on the nature of your request, a fee may be required. We cannot provide information on anyone else without his or her written authorization.

If request is for access to, or correction of, your own personal information records:

Last name appearing on records: same as below or:

Details:					
Last Name:		First Name:		Middle Name	
Street Address		City or Town		Province	
Postal Code:		Area Code:	Day Telephone #:	Area Code:	Evening Telephone #:
Area Code:	Fax #:	Area Code:	Cellphone #:	Email address:	

Detailed description of personal information to be accessed or corrected. If you are requesting access to, or correction of, your personal information, please include your date of birth. (attach additional sheets if space is insufficient below)

[Large empty box for detailed description of personal information]

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information. We will disclose any verified corrections to those concerned with that information in so far as it may affect insurance contracts we have for you through our offices.

Preferred method of access:	Signature	Date ⇨	Day	Month	Year
<input type="checkbox"/> Examine Original					
<input type="checkbox"/> Receive Copy					

Personal information disclosed in this form is collected in accordance with the *Personal Information Protection & Electronic Documents Act* and will be used for the purpose of responding to your request. Questions should be directed to the Privacy Officer of Lundgren and Young Insurance Ltd. at (403) 253-1980 or by email to privacy@l-and-y.com.