

Instructions

In order to process a request from an individual to access personal information held by HomeEquity Bank, the individual (called the “applicant”) must fill in this form.

If the applicant is asking for personal information that is not about them, they will need to provide HomeEquity Bank with documentation to prove that they are authorized to access the information.

A fee may be charged for this service. The applicant will be notified of the cost, and must agree to it before any work is done on this matter by HomeEquity Bank.

Applicant Contact Information

Name of Applicant:	
Mailing Address:	
Primary Phone No.:	
Email Address:	

What information are you requesting?

- My own personal information
- Another person’s personal information

Describe in detail the type of personal information you would like to receive.

Date:	
Applicant’s Signature:	

Note that not all personal information records may be available due to our retention and destruction policies. While we have thirty days to respond to your request, if we require clarification of your request, or cannot process the request within this time, PIPEDA allows us to extend the time limit for another thirty days and notify you of this.

If you have any questions regarding this form please contact the Bank’s Chief Privacy Officer by email at privacyofficer@homeequitybank.ca or by telephone at 1-866-313-2447.