

**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 requesting access to personal information pertaining to another party, they will need to provide HomeEquity Bank with documentation to prove that they are authorized to access their information.

**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

**Please describe in detail the type of personal information you would like to receive.**

<b>Date:</b>	
<b>Applicant’s Signature:</b>	

*We will tell you if there is a fee to access your information.*

*We will respond to your request within thirty days. If we cannot process the request within this time, applicable privacy law allows us to extend the time limit for another thirty days and notify you of this.*

*Our [Privacy Notice](#) provides additional information regarding your right to access your personal information.*

If you have any questions regarding this form, please contact the Bank’s Chief Privacy Officer by email at [privacyofficer@heb.ca](mailto:privacyofficer@heb.ca) or by telephone at 1-866-313-2447.