

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE - EXHIBIT: CORRECTION OF PERSONAL INFORMATION**

<i>EXHIBIT CODE:</i>	<i>412 E 004</i>
<b>Policy Reference: 412 – Managing Division Information, Access, and Privacy</b>	

EXHIBIT

See below for the Correction of Personal Information form.

### Request to Correct Personal Information

Personal information on this form is collected under Alberta's Protection of Privacy Act and will be used to respond to your request. If you have any questions, please contact [leanne.dulle@sd76.ab.ca](mailto:leanne.dulle@sd76.ab.ca)

#### Contact Information:

Last name	Middle Name	First Name	
Mailing Address	City/Town/Village	Province	Postal Code
Telephone Number	Email Address	Birthdate	

#### Whose information do you want to correct?

- Your own personal information
- Another persons information (Please attach proof that you can legally act for the person)

#### What personal information needs to be corrected?

*(Please give as much detail as possible. Be sure to give the complete name that is in the records if it is different from the name given above.)*

#### What correction do you want to make and why? *(Please attach any documents that support your request.)*

Signature \_\_\_\_\_

Date \_\_\_\_\_