

## Privacy Request Form

By completing and sending to us this PRIVACY REQUEST FORM, you consent to our collecting, using and disclosing your personal information in order to process and respond to your request.

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Name

Company Name

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Address

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Phone Number

E-mail

If applicable, please identify our internal file number (if known), lawyers you have worked with and a brief description of the matter for which we were retained.

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What is your preferred method of communicating?

E-mail\_\_\_\_ Phone\_\_\_\_ Mail\_\_\_\_

Tell us the reason for your request:

- Access to personal information
- Correct personal information
- Privacy complaint

If you are requesting access to your personal information, please tell us how you would like to have access to your information: (Please note that we may charge you an administrative and photocopying fee.)

- Photocopy
- Personal Access

Please provide us with the details of your request or complaint. Your request may be delayed if you do not provide us with sufficient information. We may request additional information from you in order to properly process your request. (Attach additional page, if necessary.)

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Signature

\_\_\_\_\_  
Date

Please note: Stikeman Elliott will provide a response to your inquiry within 30 days of receipt of this completed Privacy Request form.

Upon completion of this form, please return to:

**Chief Privacy Officer  
Stikeman Elliott LLP  
Suite 1600 - 50 O'Connor Street  
Ottawa, Ontario  
K1P 6L2**

- or -

**privacyofficer@stikeman.com**