



Commissariat
à la protection de
la vie privée du Canada

Office of the
Privacy Commissioner
of Canada

Authorization to act as a representative for a privacy complaint

I, _____ authorize
Full name
_____ to act as my representative for the
Name of representative
purposes of my privacy complaint(s) to the Office of the Privacy Commissioner of Canada under
the *Personal Information Protection and Electronic Documents Act* or the *Privacy Act*** against

Name of organization(s) or government institution(s)

I understand that by appointing a representative, all of my communications with the Office of the Privacy Commissioner will be made exclusively through my representative*. I also understand that, as a result of this authorization, my representative will have the authority to make binding decisions on my behalf with respect to the carriage of my complaint.

I authorize the Privacy Commissioner (and the Commissioner's staff) to disclose to my representative* personal information pertaining to me as may be necessary to process my complaint.

**If the representative is a lawyer, this may include other individuals of the law firm, acting on the representative's behalf.*

I understand that:

- this authorization will be valid for the purpose of my complaint(s) against the organization(s) or government institution(s) identified above and will expire upon conclusion of the Office of the Privacy Commissioner's review of the matter, unless I notify the Office of the Privacy Commissioner otherwise; and
- I may be required to submit a new authorization for any future complaint(s) to the Office of the Privacy Commissioner.

Signature

Date (YYYY-MM-DD)

Contact information of representative:

Address	
Telephone number	Fax number
Email	

Privacy Notice

The personal information provided on this form is part of the information collected to process your complaint. The information is collected under the authority of the Privacy Act for complaints under the Privacy Act, or the authority of Personal Information Protection and Electronic Documents Act (PIPEDA) for complaints under PIPEDA. Your personal information is used to respond to and investigate your complaint - as described in personal information bank [OPC PPU 005](#). Information in this form may also be used in: statistics for reporting and managing our privacy compliance and promotion programs; reports to Parliament, for example, annual reports with case summaries of investigations (with personal identifiers redacted); findings from investigations that are published on our website (with personal identifiers redacted); conducting audits and identifying and addressing general privacy issues; quality control to ensure consistency in investigations; training materials for investigators; research and litigation. Information in this form, and the details of your complaint, will be shared with the organization that is the subject of the complaint, except in extraordinary cases. We do not otherwise disclose your information, except in limited situations described in subsection 8(2) of the Privacy Act. You have the right to [request access](#) to your personal information held by the OPC and also to request corrections to it if you believe that the information is erroneous or incomplete. You also have the right to file a complaint with the [Ad Hoc Privacy Commissioner](#) regarding the OPC's handling of your personal information.