

Request to Correct/Amend Personal Information

The information on this form will be used to respond to your request for correction. Instructions for completing this form and other documents that are required for such requests are outlined below.

A. Service Recipient Contact Information

Last Name		First Name		Middle Name
Address				
City/Province			Postal Code	
Telephone No. (daytime)		Alternative Telephone No. (if applicable)		E-mail Address
Date of Birth (YYYY/MM/DD)			CPIN ID Number (if known):	
			Person Record No.:	
			Case Record No:	

B. Substitute Decision Maker Information (Complete this section if you are acting on behalf of the service recipient) * see instruction on reverse side of form

Last Name	First Name	Initial	Relationship to Service Recipient
Address:			
City/Province			Postal Code
Telephone No. (daytime)		Alternative Telephone No. (if applicable)	Email Address

C. Specify the Change(s) Needed to your Personal Information and Reasons for the Changes

What information needs to be changed?	Reason

D. How do you wish to be contacted? **In writing** **Telephone** *** E-mail**

* I consent to being contacted at the E-mail address above. I acknowledge that sending E-mail over the Internet is not secure, in that it can be intercepted, manipulated and/or retransmitted.

E. Your Signature

Signature	Date: (YYYY/MM/DD)
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Processed By: [For Office Use Only]

Printed Name:	Signature/Title:	Date: (YYYY/MM/DD)
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Instructions for Completing the Request to Correct/Amend Personal Information Form

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Requests for corrections to information in a child welfare record must be made in writing. A completed "Request to Correct Personal Information" form should be forwarded to the Privacy Office at CASLM using the following email address: Privacy@caslondon.on.ca. Such requests may also be mailed or dropped off to either one of the CASLM offices, marked to the attention of the Privacy Officer.

It should be noted that the CPIN documentation system used across the Province of Ontario will not permit deletion of information from a CPIN record, even if the information is determined to be incorrect or incomplete. Instead, when it is determined that correction is required, information will be added to the existing record that details the error and provides information that is correct.

About this Request Form:

- You will need to provide proof of your identity. Include along with your request a photocopy of a government-issued identification (e.g. driver's license) that shows your signature.
- If you are making a request on behalf of another person, include proof that you can act for this person (e.g. attach a photocopy of legal documents that show you are this person's guardian or trustee, or you have power of attorney or that you have been retained as their lawyer).
- You will need to be as specific as possible in describing what records contain the information that you want corrected, describing what you believe is incorrect about the record, and what changes you want made. Please be specific and attach any documents that support your request. If you require more space than the form provides, continue your description on a separate sheet of paper and submit it along with the request form.
- You should provide any other names that you/the service recipient may have used on the records you want corrected.
- Use a pen to sign and date the request form.
- Send the completed request form, and other documentation, to one of the following:
 - E-mail: Privacy@caslondon.on.ca
 - Mail: P.O. Box 7010, London, ON N5Y 5R8
 - Drop Off – 1680 Oxford Street East, London ON
- Contact the Privacy Officer by email at Privacy@caslondon.on.ca if you have any questions about this request form and every effort will be made to respond within 3 business days.