

Request for Correction

Instructions on completing this form

1. If you need help completing this form, ask the staff member providing you service or contact us using the information below.
2. Please include a photocopy of government-issued identification. We may also require you to show your ID to us during a video call or in person.
3. If you are not the client and
 - a. MNO has already verified that you are the substitute decision maker – Complete the form as normal and provide your government-issued identification. We may also require you to show your ID to us during a video call or in person.
 - b. MNO has not already verified that you are the substitute decision maker – Contact us as below.
4. Provide the completed form and copy of identification to the MNO staff member providing you with service or send it to:

Privacy Officer
Suite 1100, 11th Floor
66 Slater Street
Ottawa, ON, K1P 5H1
Email: privacy@metisnation.org
Phone: 613-798-1488
Toll Free Phone: 1-800-263-4889

Since email is not the most secure way of sending information, you can also send information through mail. The response will take a bit longer. If you decide to email us or ask us to email you, you should take steps such as password-protecting your phone and email.

Client information

This information is to help identify the client in our database.

<i>Pronouns:</i>	
<i>First name:</i>	<i>Last name:</i>
<i>DOB (mm/dd/yyyy):</i>	<i>Contact information:</i>

Person making the request

If you are not the client, provide the following information. You will need to be registered with MNO as the person's substitute decision maker.

<i>Pronouns:</i>	
<i>First name:</i>	<i>Last name:</i>
<i>DOB (mm/dd/yyyy):</i>	<i>Contact information:</i>

Information that needs to be changed

Describe what information is incorrect or incomplete. Describe both what the current information is and what MNO should change it to.

<i>Description of required changes:</i>

Contacting you

Provide us with a phone number to reach you and an address if it is not the same as above.

Contact information:

Permission to leave voicemail

If we are unable to reach you by phone, can we leave a voicemail?

☐ Yes, MNO may leave a voicemail.

☐ No, do not leave a voicemail.

Provide any other instructions about leaving a voicemail (e.g., not with a person if the phone is answered; only electronic).

Signature

By signing below, you are verifying that you are the client or their substitute decision maker with the right to make this request.

Signature:

Date (mm/dd/yyyy):

Name: