



Biggar & District Credit Union and employees are committed to keeping members personal information accurate, confidential, secure and private. We follow The Model Privacy Code set out by Credit Union Central of Canada Model Privacy Code and on the Model Code for the Protection of Personal Information (CAN/CSA-Q830-96) and abide by the 10 principles of privacy set out in this model. Upon request, a member shall be informed of the existence, use, and disclosure of their personal information and shall be given access to that information. A member is entitled to challenge the accuracy and completeness of the information and have it amended as appropriate.

***You can expect that it may take up to but not exceeding 30 days to gather the requested information.
There is a charge of \$25.00/hr. to cover staff resources to provide you the requested information***

To request access to your personal information, please provide the following information:

Full Name: _____
Mailing Address: _____ City/Town: _____ Prov: _____
Postal Code: _____ Phone: _____
Email: _____
Contact preference: phone email mail
Local Branch: Biggar Branch Landis Branch Perdue Branch

Description of the information to which you seek access:

Date Range: From: _____ To: _____

Note: Account activity is limited to two years of information on our banking system.

Authorization:

By signing below, I authorize the Biggar and District Credit Unions Privacy Officer to investigate the outlined request on my behalf, I consent to the collection, use and disclosure of my personal information for this purpose.

Member Signature: _____

Date of request: _____

Please return your completed, signed form to:

Biggar and District Credit Union Attn.: Privacy Office
Manager of Technology - Shantelle Downton
PO Box 670 Biggar, SK S0K 0M0
Phone: 306-948-3352
[Email: Privacy@biggarcu.ca](mailto:Privacy@biggarcu.ca)

More information can be found about our privacy procedures at
www.biggarcu.ca (<https://www.biggarcu.com/about-us/who-we-are/privacy>).