

Date: _____

Executive Director of the Legal Information Clinic at McGill:

SUBJECT: Request for Rectification of Personal Information

Dear Sir,

According to articles 40 of the Civil code of Quebec, all persons with personal information held at the Clinic have the right to get that information rectified.

Under section 28 or 30 of the *Act respecting the protection of personal information in the private sector*, I hereby request that you *(delete or correct) (specify the personal information in respect of which you are making the request)*. *(Add the reasons for your request for a rectification and, if applicable, attach supporting documents):*

(Rectification of the file can only occur if the LICM is able to verify the identity of the person who is making the request. Therefore, please attach a copy of a proof of identity to this request, and send all documents to ed.licm@mail.mcgill.ca)

Thank you for your assistance in this matter.

Sincerely,

Address: _____

Phone number: _____

Last Name, First Name: _____

Signature: _____