



## **ACCESS TO INFORMATION FORM**

Under applicable federal and provincial legislation, you have the right to access any personal information held by ZSA Legal Recruitment Limited. In order to release your personal information, we will need to confirm your identity before providing you with any information.

We also reserve the right to charge a nominal fee for such requests, where this is permitted by applicable legislation. If a fee will be charged we will inform you of this after your request form has been processed.

If you would like more information about ZSA's privacy policy, please review it on our website at [www.zsa.ca](http://www.zsa.ca) or ask a consultant for a copy. If you have any further questions or concerns, please contact our Privacy Officer ([privacy@zsa.ca](mailto:privacy@zsa.ca)).

Name: \_\_\_\_\_

Information Requested (please specify what type of documents and information you wish to see):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like to receive this information: \_\_\_\_\_

By e-mail (please include an e-mail address): \_\_\_\_\_

By fax (please include a fax number): \_\_\_\_\_

By mail (please provide a mailing address): \_\_\_\_\_

Daytime contact phone number: \_\_\_\_\_  
(required to confirm identity)

Signature: \_\_\_\_\_

Date Information Requested: \_\_\_\_\_