



# Office of the Information Commissioner of Canada Commissariat à l'information du Canada

## Authorization form

### Authorization to act on behalf of a complainant

I, \_\_\_\_\_, authorize \_\_\_\_\_ to act on my behalf  
Name of complainant Name of individual or organization  
(authorized person) to submit a complaint(s) to the Office of the Information Commissioner (OIC) under the *Access to Information Act* against \_\_\_\_\_ related to,  
Name of institution

if applicable, the following access request(s): \_\_\_\_\_.  
Access request number

I also authorize the Information Commissioner (and the Commissioner's staff) to disclose to the authorized person personal information pertaining to me as may be necessary to process and investigate this complaint(s).

I understand that if the authorized person is an organization (such as a law firm), various individuals within that organization may act on the authorized person's behalf.

If the Office of the Information Commissioner (OIC) is unable to contact the authorized person after making reasonable efforts to do so, I authorize the OIC to contact me using the contact information provided below to determine how to proceed (e.g. authorizing another person to act on my behalf).

Subject to the above, I acknowledge the following:

- All of my communications with the OIC will occur through the authorized person exclusively.
- The authorized person has the authority to make binding decisions on my behalf with respect to my complaint(s).
- This authorization is only valid to submit a complaint(s) against the institution and related to any access request(s) indicated above. The authorization expires when the Information Commissioner decides to refuse or cease to investigate the complaint(s) or upon the conclusion of any investigation into the complaint(s).
- If I withdraw my authorization for this authorized person to act on my behalf, I must promptly notify the OIC Registry: [Grefe-Registry@oic-ci.gc.ca](mailto:Grefe-Registry@oic-ci.gc.ca) or 1-800-267-0441.
- I will provide a new authorization to the OIC for any future complaint(s).

## Privacy notice

The OIC collects and uses the personal information submitted via its complaint form and the form authorizing someone to act on a complainant's behalf in order to investigate complaints under the *Access to Information Act*. The information is protected under this Act and the *Privacy Act*. The OIC does not share personal information with other parties (e.g. the institution, a third party), except when it is necessary to do so in order to investigate complaints. Not submitting personal information such as names and contact information may make it impossible for the OIC Registry to process complaints.

The electronic process for submitting complaints is designed to safeguard personal information of low sensitivity, such as names and contact information, during transmission. Individuals wishing to submit personal information of greater sensitivity should contact the OIC Registry: [Greffe-Registry@oic-ci.gc.ca](mailto:Greffe-Registry@oic-ci.gc.ca) or 1-800-267-0441.

Consult the Personal Information Bank "Complaint Investigations" ([OIC PPU 3100](#)) for information about the OIC's collection, use, retention and disposition of personal information submitted with complaints and received during complaint investigations.

Questions about how the OIC handles personal information, or requests to access or correct the personal information submitted to the OIC, should be directed to the OIC's [Access to Information and Privacy Secretariat](#). Concerns or complaints about the OIC's handling of personal information should be directed to the [Office of the Privacy Commissioner](#).

I confirm I have read this privacy notice

\_\_\_\_\_  
Complainant's signature

\_\_\_\_\_  
Date

## Complainant's contact information

Please enter in the box below one piece of contact information (email address, telephone number or mailing address) so the OIC can contact you, if necessary.