



WARNING

In accordance with National Defence Security Policy, the form titled **Statement of Member's Understanding - Personal Information Request Form (DND 2797-E)** is designated "**Protected B**" information once completed.

Completed "Protected B" forms **MUST NOT BE SAVED UNENCRYPTED** on any network and workstation drive or storage media. "Protected B" forms, when completed, **MUST BE ENCRYPTED USING THE DND ISSUED PKI SMARTCARD**. Failure to respect this requirement will result in a breach of security and sanctions shall be applied in accordance with the policy.



Personal Information Request Form

Privacy Act

Step 1: Complete this form to apply for personal information about yourself under the *Privacy Act*. Describe the information being sought and provide any relevant details necessary to help the Department find it.

Step 2: Forward the Personal Information Request Form to **Director Access to Information and Privacy (DAIP), National Defence Headquarters, MGen George R. Pearkes Building, 101 Colonel By Drive, Ottawa, Canada, K1A 0K2**

Step 3: Review the information you receive in response to your request to determine whether you wish to make a further request, or whether you wish to avail yourself of the complaint, notification or record correction rights provided by the *Privacy Act*.

Note: DAOD 1002-2 permits you to request informal access to most your personal records through your base, unit, or appropriate Information Holding Custodian. This administrative process may provide you with quicker access to your records. Making an informal request under DAOD 1002-2 does not affect your legal right to make requests for personal information under the *Privacy Act*

Name of Applicant (Previous name if applicable)			
Address / Street		Apt #	City or Town
Province	Postal code	Telephone (Home)	Telephone (Work)

For Military / Ex-Military Personnel

Currently serving: <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, indicate release date		
<input type="checkbox"/> Regular <input type="checkbox"/> Reserve	Name / Location of unit		
SN / SIN	Rank	DOB	Enrolment date

For Civilian Personnel

PRI / SIN	Current / Former place of employment	Dates of employment with DND	
		From	To

Please provide details below of documents or files you are seeking, ie. (Medical, Personnel, Dental, etc) :

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada.

Signature	Date
-----------	------