



# Request for personal information under paragraph 8(2)(k) of the *Privacy Act*

## Instructions

**Step 1:** Complete sections A, B and C of this form.

**Step 2:** Attach a Band Council Resolution (BCR) or a letter authorizing you to access and conduct research on files pertaining to First Nations or Inuit association claims research.

The BCR or the letter must include:

- the name of the researcher or of the research firm\*
- the name of the reserve, the band and the province or territory
- the signatures of the Chief and Council (in a quorum).

\* If a research firm is named in the BCR or letter, also attach a letter or other evidence from the firm proving that you are associated with that firm.

**Step 3:** Submit your completed request by mail, email or by fax to:

Library and Archives Canada  
Access to Information and Privacy Branch  
550 de la Cité Boulevard, Gatineau (Quebec) J8T 0A7  
Email: [daijrp-atipd@bac-lac.gc.ca](mailto:daijrp-atipd@bac-lac.gc.ca)  
Fax: 819-934-6828

<b>Federal Government Institution</b>
Library and Archives Canada

## Section A: Applicant information

Researcher Name	Affiliation	LAC User Card #

Address – Street	City	Province	Postal code

Telephone	Telephone (other)	Fax	Email

## Privacy notice

Library and Archives Canada (LAC) collects the personal information provided on this form as well as in the Band Council Resolution (BCR) or the authorization letter, under the authority of the *Access to Information Act* and the *Privacy Act*. This information is collected for the purpose of processing requests for personal information under paragraph 8(2)(k) of the *Privacy Act*. Personal information will not be disclosed without consent from the individual to whom the information relates, except where disclosure would be justified pursuant to section 8 of the *Privacy Act*. The personal information collected is described in the Standard Personal Information Bank (*Access to Information Act* and *Privacy Act* Requests, PSU 901), detailed at [www.infosource.gc.ca](http://www.infosource.gc.ca) and on the Library and Archives Canada website. You have the right to the protection of, access to, and correction of your personal information. Any comments or concerns you may have regarding LAC's handling of your personal information may be directed to our Access to Information and Privacy Office by emailing [daiprp-atipd@bac-lac.gc.ca](mailto:daiprp-atipd@bac-lac.gc.ca), calling 1-866-578-7777, or writing to ATIP Branch, 550 de la Cité Boulevard, Gatineau, Quebec J8T 0A7. If you are not satisfied with LAC's response to your privacy concern, you have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information.

## Section B: Details on the information being sought

I request access under the terms of paragraph 8(2)(k) of the *Privacy Act* to the following restricted archival records under the control of Library and Archives Canada. I recognize that it is very important that I clearly identify the information being sought and the time frame involved.

This authorization is valid only once I have submitted all documentation listed above in Step 2.

### Authorizing First Nation

Record Group	Volume – Reel	File Number

Deadline for your research	
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## Section C: Authorization

A copy of the native claims researcher's authorization is attached (BCR).	Confirm here: <input type="checkbox"/>
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### Researcher's undertaking

Library and Archives of Canada is subject to the *Access to Information Act* and *Privacy Act* and is responsible for maintaining and protecting the personal information under its control. On the basis of your representations and documentation evidencing your authority to access personal information for the purpose of researching or validating the claims, disputes or grievances of any of the aboriginal peoples and your below undertakings, LAC discloses in good faith the requested personal information in accordance with these acts and bears no responsibility nor shall it be liable for any consequences that flow from its disclosure of the personal information under its control.

In obtaining access to personal information under the provisions of paragraph 8(2)(k) of the *Privacy Act*, I undertake:

- not to use the personal information, disclosed by LAC pursuant to this request, for any other purpose than the specific purpose of researching or validating the claims, disputes or grievances of the accrediting aboriginal government, association of aboriginal people, Indian band or part thereof on whose behalf I am carrying out this work or to use the personal information in any manner that would infringe on the rights of others
- take all security precautions to maintain the confidentiality (ex. locked filing cabinets, password protection, etc.) of the personal information while in my possession or while in transit.

**I acknowledge that LAC will immediately revoke my researcher privileges and that no further personal information will be provided to me if I breach any of the terms of this agreement.**

Signature	Date

#### Section D: For LAC use only

Records review completed	Reviewer	Date

#### Access approval to:

1. <b>all</b> the records listed in Section B	
2. <b>none</b> of the records listed in Section B	
3. <b>a portion</b> of the records listed in Section B	

If access is not granted in full, please specify the files and/or documents that cannot be disclosed and provide justification.

Supervisor, Archival and Operation Records Unit	Date