



Privacy Complaint Form

This form is provided to assist you in making a privacy complaint about an act or practice of Trans-Canada Capital Inc. ("TCC") under the *Act Respecting the Protection of Personal Information in the Private Sector*.

In order to protect the privacy of persons on whom information is collected by TCC, the firm only accepts complaints made by the relevant individual or an authorised representative. As such, if you wish to make a privacy complaint on someone's behalf, please provide proof of authority to do so.

Complainant details

Name: _____

Address: _____

Home phone: _____ Mobile: _____

Email: _____

If you are complaining on behalf of someone else please include that person's name and your relationship to that person below:

NOTE: please submit proof of your authorisation with this form by uploading it as an attachment (e.g. written authorisation by the individual)

Complaint details

1. How do you believe your privacy has been breached?

(Please provide sufficient detail to enable TCC to appropriately investigate your complaint, e.g. what happened, when did it happen or come to your attention, where did it happen, who was involved, what privacy do you believe have been breached, how do you believe your personal information has been mishandled?)

2. What impact has this had on you?

3. What outcome are you seeking?

Documents

Please attach copies of any documents you consider may assist the TCC in the investigation of your privacy complaint.

Complainant's signature _____ Date: _____

Contact Information

Mail:
Privacy Officer
Trans-Canada Capital Inc.
1800 McGill College Ave Suite
2000, Montreal, Quebec, Canada
H3A 3J6

Email:
compliance@transcanadacapital.com

Privacy statement

The personal information collected from you on this form is collected by Trans-Canada Capital Inc. for the purposes of assessing, investigating, conciliating and reporting on your privacy complaint. TCC may collect information about you from other individuals or organisations involved in the complaint for the above purposes.

If necessary to the investigation of the complaint, TCC may disclose the information you give us to the individuals or organisations named in the privacy complaint and to others who have information relevant to your complaint. In case of a challenge to TCC's conduct connected with your privacy complaint, the firm may need to disclose some of your personal information to a review body, for example, the Commission d'accès à l'information, or other court or tribunal. TCC is not likely to disclose your personal information to any overseas recipients unless your complaint relates to an overseas contracted service provider of TCC.

You are not required to provide TCC with your contact details and may make a privacy complaint anonymously. However, if you do not provide your contact details, TCC may not be able to properly investigate your complaint or inform you of the action, if any, taken in response to your complaint.

TCC's Privacy Policy contains information on how the firm will process your complaint. A copy of TCC's Privacy Policy can be found at [website](#).