

Form for the delegation of the function of Privacy Officer under the Act respecting the protection of personal information in the private sector

Identification of the highest authority within the company that delegates all or part of his/her functions

Full name: _____

Legal name of the company: _____

Position held in the company: _____

Company's postal address: _____

Identification of the designated responsible person **

☐ Person:

Full name: _____

Legal name of the company: _____

Position held in the company: _____

Company's postal address: _____

☐ Legal entity:

Legal name of the company: _____

Contact person (optional) : _____

Postal address: _____

Roles and responsibilities covered (cross the responsibility(ies) covered by the delegation)

- ☐ All responsibilities under the Act respecting the protection of personal information in the private sector;
- ☐ Establish and implement policies and practices to support its governance of personal information;
- ☐ Conducting Privacy Impact Assessments (PIAs);
- ☐ Participate in the management of confidentiality incidents;
- ☐ Keeping a register of confidentiality incidents;

- ☐ Raising awareness of privacy issues among staff, partners and third parties des;
- ☐ Act as a point of contact for the public and the regulator regarding the protection of personal information;
- ☐ Other : _____

Duration of the delegation* :

- ☐ In effect from _____ to _____.
- ☐ In effect from _____, and this until revocation by the delegator.

* The delegator may withdraw this delegation of responsibilities at any time.

I hereby _____ understand and accept the nature of my responsibilities and consent to my details being made available as required by the regulations.

Signature of the delegator

Date :

Location :

Signature of the delegate

Date :

Location :

**The title and contact details of the Privacy Officer shall be published on the company's website or, if it does not have a website, made available by any other appropriate means.