

# Privacy Agreement

All individuals present at the hearing must sign the privacy agreement, including, but not limited to, parties, their representatives, interpreters, observers and witnesses.

If you are a representative, you are responsible for ensuring that the Appeals Commission receives a completed *Privacy Agreement* form from you and your client. Please return the signed form(s) to [AC.AppealsCommission@gov.ab.ca](mailto:AC.AppealsCommission@gov.ab.ca) no later than one month prior to the hearing.

If you are self-represented, please return the signed form to [AC.AppealsCommission@gov.ab.ca](mailto:AC.AppealsCommission@gov.ab.ca) no later than one month prior to the hearing.

<b>Name of Participant:</b>	Last Name	First Name
<b>Claim Number:</b>		<b>Hearing Method:</b>
<b>Hearing Date:</b> (yyyy-mmm-dd)		<b>Hearing Time:</b>

**To protect the integrity of Appeals Commission proceedings and the privacy of all individuals participating, I undertake and agree not to photograph, video or audio record or rebroadcast any part of the hearing in any form.**

**I understand that if I photograph, record or rebroadcast any part of the hearing, the Appeals Commission may take legal action against me.**

## Participant Signature

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
 Date (DD/MM/YYYY)

Print the name of the person signing: \_\_\_\_\_

**You can file this form by:**

- submitting it online through our website;
- e-mail addressed to [AC.AppealsCommission@gov.ab.ca](mailto:AC.AppealsCommission@gov.ab.ca);
- mail;
- fax; or
- courier or personal delivery to one of our two offices.

**If your contact information changes, you must update the Appeals Commission immediately.**

**Edmonton**

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Fax: 780-412-8701

**Calgary**

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You can view our web site at: [www.appealscommission.ab.ca](http://www.appealscommission.ab.ca)

**Collection, Use and Disclosure of Personal Information:**

- The personal information that you are being asked to provide is collected under the authority of section 33(c), and managed in accordance with the *Freedom of Information and Protection of Privacy Act*.
- The information will be used for the purpose of processing your request for a hearing with the Appeals Commission for Alberta Workers' Compensation.
- It is important that every party to the appeal knows the case that is to be heard and has an opportunity to respond.
- Because of this, we share all documents related to the appeal with all other parties to the appeal and the Workers' Compensation Board.
- The information you provide may also be used for quality assurance and training purposes.
- If you have any questions regarding the collection, use or disclosure of your personal information, please contact the Appeals Commission.

For Appeals Commission  
Use Only