

HOLT RENFREW

HOLT, RENFREW & CO., LIMITED

PRIVACY INQUIRY AND INFORMATION CHANGE FORM

NEW | PREFERRED INFORMATION

MR. MRS. MS. MISS DR. other: _____

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Daytime Telephone: _____

Evening Telephone: _____

Email Address: _____

PREVIOUS INFORMATION (IF APPLICABLE)

Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Daytime Telephone: _____

Evening Telephone: _____

Email Address: _____

Please provide any additional details regarding your request:

CUSTOMER SIGNATURE

DATE DD / MM / YY

My signature above verifies my true identity. I understand that personal information changes for mailing purposes will take at least 6 weeks and only those mailings sent out after that period will contain my updated information. All requests or inquiries will be addressed promptly in compliance with the provisions of the *Personal Information Protection and Electronic Documents Act* or other applicable privacy legislation.

OFFICE USE ONLY

CUSTOMER # _____

DATE RECEIVED: _____
DD / MM / YY

NATURE OF INQUIRY OR CHANGE

- Request access to personal information
 - Purchase history
 - All personal information on file
- Update personal information on file
- Request to be removed from calling list
- Request to be removed from email marketing list
- Request to be removed from all marketing lists
- Request to be deleted from all systems*

*If you request your name to be removed from all Holt Renfrew systems and do not agree to provide information at the time of purchase, you will not be eligible to receive mailings, special offers and invitations, books and other material. Your request will also mean that our Point of Sale system will indicate that you are a new customer since no record about you will exist. As a result of this, our Sales Associate may ask you for your personal information each time you make a purchase in any of our stores. You are free to decline any such request. Additionally, this will also mean that our online site will consider you a new customer, and any purchases you made prior to the privacy deletion will not appear should you wish to re-create an account at a later date.

Select which method you wish to receive your information regarding this request:

- Email (encrypted)
- Pick up in store (concierge desk)

CUSTOMER IDENTIFICATION PRESENTED (IN STORE ONLY)

- DRIVER'S LICENCE
- PASSPORT
- OTHER _____

(Health Card can be voluntarily presented by the customer but cannot be requested as ID. Identification is not to be photocopied)

EMPLOYEE SIGNATURE: _____

INSTRUCTIONS

- Hand deliver to any Holt Renfrew Store
- Mail to:
CHIEF PRIVACY OFFICER
HOLT, RENFREW & CO. LIMITED
60 BLOOR STREET WEST, SUITE 1100
TORONTO, ON M4W 3B8
- Email: privacy.office@holtrenfrew.com