

Individual rights request form

For access, correction, portability, or other privacy requests about a **firm-held** immigration file. The consulting firm is the controller. Yuzu Solutions Inc. will assist the firm using product export tools when asked by an authorized firm admin.

Firm: _____

Date received: _____

Response due (aim: 30 days): _____

Requester

- Full name: _____
- Email / phone: _____
- Relationship: ☐ client ☐ parent/guardian of a minor ☐ authorized representative (attach proof)
- File / project name or approximate dates: _____

Request (check)

- ☐ Access to my personal information
- ☐ Correction of inaccurate information (describe): _____
- ☐ Portable copy of computerized personal information (JSON / ZIP as available in Yuzu)
- ☐ Information about how my information is used or shared
- ☐ Withdrawal of consent / deletion (subject to six-year closed-file hold and legal duties)
- ☐ Other: _____

Identity verification

Describe how the firm verified identity (do not copy ID numbers into this form if you can avoid it):

Outcome

- ☐ Fulfilled (date, method — e.g. in-product Export data / Download full file)
- ☐ Refused or limited (legal reason): _____
- ☐ Referred to Yuzu Solutions Inc. for platform-only data (info@dossierly.ca)

Handler: _____ Date: _____

In Dossierly: person JSON export and project ZIP are available to firm admins. Destruction of a closed file after the retain-until date is under Settings and the project page (typed DESTROY confirmation).