# REQUEST FOR INFORMAL PRIVACY CONFERENCE

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
LEGAL ADVISORY UNIT
SFN 934 (9-2013)

Clear Fields

**REQUESTING AN INFORMAL CONFERENCE.** The purpose of the conference is to provide you with the means to file a complaint if you believe your privacy rights have been violated.

| Client Name | Date of Birth | Telephone Number | |
|---|---|---|---|
| Address | City | State | ZIP Code |
| Unit | Case Number | | |

**STEP 1.**

| Explain your complaint and provide any documents, written statements, exhibits, and other written information that support your request for informal privacy conference. (Attach additional sheets if needed.) | |
|---|---|
| Signature of Client or Legal Representative | Date |

**STEP 2.**

*Send this conference request to the department's unit director or director's designee responsible for the alleged violation. A decision will be sent to you and the Privacy Officer within five working days following the informal conference. If dissatisfied with the decision, you may request a review by the Privacy Officer within 20 days by filing the enclosed SFN 933. All documents, written statements, exhibits, and other written information that support your request for review must be submitted to the Privacy Officer within 20 days of the mailing date of the informal conference decision.*

| Unit Director or Director's Designee Decision: | |
|---|---|
| Signature of Unit Director or Director's Designee | Date |