



## PASSCARD AUTHORIZATION FORM

PLEASE COMPLETE ONE FORM PER EMPLOYEE

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BUILDING ADDRESS: \_\_\_\_\_

EMPLOYEE'S FULL NAME: \_\_\_\_\_  
(Please Print) (Last) (First)

AUTHORIZING PERSON'S NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_  
(Please Print) (Include Area Code)

AUTHORIZING PERSON'S SIGNATURE: \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION:**

NEW EMPLOYEE

Transit Number (if applicable) \_\_\_\_\_

ACCESS REQUIRED FOR FLOOR/LEVEL (S): \_\_\_\_\_

OTHER AREAS (please specify): \_\_\_\_\_

TIME RESTRICTIONS REQUIRED: \_\_\_\_\_

REPLACEMENT CARD

Card Number: \_\_\_\_\_  
(Insert card number being replaced)

Your privacy is very important to us. Personal Information collected from you, including your photograph, will be kept confidential and is to be used only for access control and security purposes by your employer and The Cadillac Fairview Corporation Limited and its affiliates ("Cadillac Fairview"). It will also be disclosed to any entity that acquires Cadillac Fairview provided such entity similarly agrees to protect your privacy. Cadillac Fairview may also use third parties to process some aspect of the personal information for its own internal purposes, provided such third parties similarly agree to protect your privacy.

An access log showing your name, card number, dates, times and areas of access and egress to the premises will be made available to your employer upon written request.

If you wish to have a copy of Cadillac Fairview's privacy policy, or have a privacy question or concern, you may contact Cadillac Fairview's Chief Privacy Officer in writing at 20 Queen Street West, Suite 500, Toronto, Ontario, M5H 3R4.

I the undersigned, have read and acknowledge the above privacy statement and consent to the collection, use and disclosure of my personal information for the purposes stated therein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### TO BE COMPLETED BY TORONTO EATON CENTRE

DATE ENTERED INTO DATABASES: \_\_\_\_\_ TIME ENTERED: \_\_\_\_\_

INITIAL: \_\_\_\_\_

CARD#: \_\_\_\_\_

#### TEC Security and Life Safety Office location:

Take the elevator (located on level #4 of TEC Shopping Centre) up one level, and follow the corridor around to the left to Suite 122.

**Office hours: Monday to Friday 9:00 a.m. – 1:00 p.m.**