# Public Review Suggestion Form: Standard on Plain Language

Following is the public review suggestion form. Please complete this form and email it with any supporting files.

**Do you need more information or help?**

If you need any assistance with this review process, please contact us by email.

## Personal information collection statement

We collect your name, postal code, contact information, and demographic information for two reasons:

1. To understand how the draft standard may need to be changed to better meet the needs of people in different parts of Canada.
2. In some cases, we will use this information to contact you to learn more about your suggestion. This will only happen if you agree to let us contact you.

The authority to collect information contained on this form for the purposes described above is provided under the authority of the [Accessible Canada Act](https://laws-lois.justice.gc.ca/eng/acts/a-0.6/). Your personal information will be managed in accordance with the [Privacy Act](https://laws.justice.gc.ca/eng/acts/p-21/fulltext.html). The Privacy Act and other laws protect your personal information. You have the right to access and correct this information.

Answering the demographic information questions is optional. Accessibility Standards Canada asks these questions because it knows that people have different experiences and face different barriers depending on who they are. Accessibility Standards Canada wants to develop standards that address barriers faced by all Canadians.

### Your right to privacy and control of your information

We follow rules about the information we can collect from you and save. The personal information that can be collected is described in the [“Outreach Activities PSU 938” Personal Information Bank](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/info-source/standard-personal-information-banks.html#psu938).

You can find instructions on how to learn about personal information saved about you at: [Treasury Board of Canada “Information about programs and information holdings”](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/info-source.html).

The personal information that you provide is protected under Canada’s Privacy Act. Under the Privacy Act, you have the right to access your personal information and request changes to information that is incorrect.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institutions’ handling of your personal information at: [Office of the Privacy Commissioner of Canada](https://www.priv.gc.ca/en/#q005).

## Suggestion form

Please complete this form and email it with any supporting files.

## Contact information

1. First name:
2. Last name:
3. Email:

## About you

1. What is your gender? (Select only one of the following. You may highlight or **bold** your selection):
	1. Male
	2. Female
	3. Other
	4. Prefer not to disclose
2. Are you a person with a disability? Select only one of the following. You may highlight or **bold** your selection):
The *Accessible Canada Act* defines disability as any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person’s full and equal participation in society.
	1. Yes
	2. No
	3. Prefer not to disclose
3. If yes, please select your disability or disabilities from the list below. (Choose all that apply. You may highlight or **bold** your selection):
	1. Physical
	2. Mental
	3. Intellectual
	4. Cognitive
	5. Learning
	6. Communication
	7. Sensory
	8. Prefer not to disclose
4. Are you part of the LGBTQ2IA+ community? (Select only one of the following. You may highlight or **bold** your selection):
This is someone who identifies as lesbian, gay, bisexual, transgender, queer or questioning, two-spirit, intersex, or asexual.
	1. Yes
	2. No
	3. Prefer not to disclose
5. Are you an Indigenous person? (Select only one of the following. You may highlight or **bold** your selection):
This is someone who identifies as a North American Indian or as a First Nation, Métis, or Inuk person.
	1. Yes
	2. No
	3. Prefer not to disclose
6. Are you a member of a visible minority? (Select only one of the following. You may highlight or **bold** your selection):
This is someone (other than an Indigenous person) who is non-Caucasian in race or non-white in colour, regardless of place of birth.
	1. Yes
	2. No
	3. Prefer not to disclose

## About your response

1. Who are you representing in this response? (Choose from the following 2 options. You may highlight or **bold** your selection)
	1. I am representing myself or another individual
	2. I am representing an organization
2. May we contact you to learn more about your suggestion? (Choose from the following 2 options. You may highlight or **bold** your selection)
	1. Yes, you may contact me.
	2. No, do not contact me.

## Region

1. What is your Postal code? (If you are representing an organization, provide the postal code for the organization office you are associated with):

## Organization information

If you are not representing an organization, please skip this section and go to **Adding suggestions**.

1. What is the name of your organization name?
2. Which of the following best describes your organization? (Choose all that apply. You may highlight or **bold** your selections):
	1. Academic and research bodies
	2. Non-governmental organizations
	3. Government and authorities having jurisdiction
	4. Labor and unions
	5. Standards development bodies
	6. Federally-regulated industries and workplaces
	7. Federally-regulated public sector, and territorial private-sector firms and municipalities
	8. Business and industry
	9. Non-profit
3. If applicable, what sector does your organization represent? (choose all that apply. You may highlight or **bold** your selections):
	1. Does not apply to my organization
	2. Accommodation and Food Services
	3. Wholesale Trade
	4. Utilities
	5. Transportation and Warehousing
	6. Retail Trade
	7. Real Estate and Rental and Leasing
	8. Public Administration
	9. Professional, Scientific, and Technical Services
	10. Mining, Quarrying, and Oil and Gas Extraction
	11. Manufacturing
	12. Management of Companies and Enterprises
	13. Information
	14. Health Care and Social Assistance
	15. Finance and Insurance
	16. Educational Services
	17. Construction
	18. Arts, Entertainment, and Recreation
	19. Agriculture, Forestry, Fishing and Hunting
	20. Administrative and Support and Waste Management and Remediation Services
	21. Other Services (except Public Administration)

## Adding suggestions

For each suggestion, you will need six things; five are required and one is optional:

1. The kind of suggestion you are making (required)
	1. Editorial such as spelling, grammar, formatting and accessibility
	2. Technical such as dimensions or application of the standard
	3. General comments on the overall standard or a section such as things that are missing
2. The section number (required)
3. What we should change (required)
4. What we should change it to (required)
5. Why you think we should change it (required)
6. Any related files that you want to share

## Suggestion

Repeat this section for each comment.

### What kind of suggestion are you making? (General, Technical, Editorial)

### Section Number (for example, 4.7.6)

### What we should change. (Copy and paste the text you want to change.)

### What we should change it to.

### Why you think we should change it.

### If you have files with supporting information, please describe them here.