



### Request for Non-Disclosure of Personal Information

The University of Alberta collects and protects personal information under the authority of the Alberta *Freedom of Information and Protection of Privacy Act* for the purposes of operating the programs and activities of the university.

The *Act* provides that the disclosure of personal information to a third party regarding enrolment in a program at the university, receipt of an honour or award granted through the university or attendance or participation in a university public event is not an unreasonable invasion of an individual's personal privacy unless the individual has requested that this information not be disclosed.

If you would like the university not to release the types of information listed below, or to cancel a previous special Consent for Disclosure of Personal Information authorization, please complete the following and submit to the \_\_\_\_\_ .

**I instruct**

(insert name of department)

**not to disclose**

(check appropriate box(es))

- Enrolment Information
- Event of Activity Attendance or Participation
- Receipt of Honour or Award

**and / or revoke**

(identify previous consent to disclose)

**for the period**

(check appropriate box)

- Permanently
- Until Completion of Studies
- Until Otherwise Directed

Full Name:	
Program of Study or Department:	
Student ID # or Employee ID #:	
Address (for non-students & non-staff):	
Date:	

Comments:

Signature: \_\_\_\_\_

**Protection of Privacy** – This personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the *Act*. It will be used for the purpose of [state specific uses for which the information is collected]. Direct any questions about this collection to: [contact position, full address, and business telephone number].

This information will be retained and disposed in accordance with approved records retention and disposal schedules of the university.