

## PERSONAL INFORMATION DISCLOSURE AUTHORIZATION FORM

IF YOU WISH TO HAVE A FAMILY MEMBER, EMPLOYER, SPONSOR, DESIGNATED AGENT OR AGENCY, LEGAL COUNSEL OR OTHER PERSON OBTAIN PERSONAL RECORDED INFORMATION ABOUT YOU IN THE CUSTODY OR UNDER THE CONTROL OF THE OFFICE OF THE UNIVERSITY REGISTRAR IT IS NECESSARY THAT YOU COMPLETE THIS **PERSONAL INFORMATION DISCLOSURE AUTHORIZATION FORM**.

THIS CONSENT SHALL BE VALID FOR ONE YEAR FROM THE DATE OF AUTHORIZATION UNLESS A SHORTER TIME IS SPECIFIED ON THE FORM OR IT IS REVOKED IN WRITING PRIOR TO THAT DATE.

**THIS IS TO IDENTIFY THAT I**

**PERSONAL INFORMATION**

PLEASE FILL IN ALL INFORMATION IN FULL

STUDENT ID NO.:

NAME:

BIRTH DATE:

MM \_\_\_\_\_ DD \_\_\_\_\_ YY \_\_\_\_\_

**REQUEST AND CONSENT TO THE RELEASE OF THE RECORDED INFORMATION SPECIFIED BELOW.**

IDENTIFY INFORMATION AUTHORIZED FOR DISCLOSURE:

**THIS INFORMATION IS TO BE RELEASED TO (IDENTIFY AN INDIVIDUAL OR A SPECIFIC ORGANIZATION/ OFFICE/ FUNCTION).**

PERSON(S) OR ORGANIZATION:

RELATIONSHIP:

ADDRESS:

I AUTHORIZE THIS RECORDED PERSONAL INFORMATION TO BE RELEASED BY THE FOLLOWING MEANS. INDICATE BY INITIALING IF AUTHORIZED OR WRITE "NO". OTHERWISE RELEASES WILL BE OF HARD COPY RECORDS ONLY BY MAIL OR IN PERSON PICK-UP. PICK-UPS WILL REQUIRE THE INDIVIDUAL PRESENT PHOTO I.D. BEFORE INFORMATION IS RELEASED TO THEM.

IN PERSON:

BY FAX TRANSMISSION:

AS AN ATTACHED TO E-MAIL:

SPECIFY E-MAIL ADDRESS IF THE LATTER IS APPROVED:

I VOLUNTARILY REQUEST AND GIVE MY CONSENT TO THE DISCLOSURE OF THE SPECIFIED PERSONAL INFORMATION. I AM AWARE THAT I MAY REVOKE MY CONSENT AT ANY TIME BY DOING SO IN WRITING.

SIGNATURE *Signature not required if sent from a student @mymacewan email account* DATE

**FOR OFFICE USE ONLY**

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INFORMATION COLLECTION NOTICE**

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)