



## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

### Standard Consent Form for the Disclosure of Personal Information

I, (1) \_\_\_\_\_ authorize (2) \_\_\_\_\_  
to disclose the personal information listed below to (3) \_\_\_\_\_  
for the purpose of (4) \_\_\_\_\_  
for the period of (5) \_\_\_\_\_.

#### List of Personal Information to be disclosed:

(6) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the collection, use, and disclosure of my personal information in the manner described above:

Name: \_\_\_\_\_

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

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

The information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Alberta Freedom of Information and Protection of Privacy Act – Section 33(c).

Your Personal Information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request.

Questions regarding the collection, use, or disclosure of this Personal Information can be directed to:

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mount Royal University  
4825 Mount Royal Gate SW  
Calgary, AB  
T3E 6K6

## Instructions

A Public Body may collect, use, or disclose personal information only if the individual the information is about has been notified and consents to the prescribed manner to that collection, use, or disclosure of their Personal Information. Consent from the individual is completed in writing and must describe what Personal Information is being collected and the Purpose of the collection by the public body.

Generally, this consent is considered valid for 1 year unless otherwise indicated.

Please fill in the blanks based on the following key:

### Key

1. Person giving consent fills in their name.
2. Name of individual or organization (department) that will be collecting, using, or disclosing the Personal Information.
3. Name of the individual or organization (department) that the Personal Information will be disclosed to.
4. Indicate the purpose for using the Personal Information.
5. Indicate the period of time required for the consent to be valid.
6. List specifically what Personal Information will be disclosed.