



## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

### Standard FOIP Notification Format

The personal information that you provide on and with this application form is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act Section 33 (c). It will be used for the purpose of (1)\_\_\_\_\_.

It may also be used to advise you of other University programs and services that may be of interest to you. It may be disclosed to (2)\_\_\_\_\_.

I hereby authorize the collection and use 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 (3):

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

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

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

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

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

## Instructions

A Public Body may collect and use personal information only if the individual the information is about has been notified and consents to the prescribed manner to that collection and use 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.

Please fill in the blanks based on the following key:

### Key

1. Indicate the specific purpose for the collection of the personal information collected on the form.
2. Indicate specifically to whom any personal information might be disclosed.
3. Indicate who to contact in the department about the collection and use of the personal information collected on the form. This should be a department head and should include phone number and university address.