

**MOUNT ROYAL UNIVERSITY**

**HUMAN RIGHTS POLICY**

**HUMAN RIGHTS COMPLAINT FORM**

**APPENDIX 5**

**Collection of Personal Information Notification**

The personal information gathered throughout the discrimination/harassment resolution process is collected under the authority of the Post-secondary Learning Act and Alberta's Freedom of Information and Protection of Privacy Act, section 33(c). The information will be used to redress and resolve complaints, evaluate the effectiveness of the program, identify educational priorities and prepare an annual report of aggregate statistics. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed upon request. If you have any questions about the collection or use of this information, contact the Diversity and Human Rights Advisor, Room U216(C), (403) 440-8675.

**PRIVATE AND CONFIDENTIAL**

**TIME/DATE:** \_\_\_\_\_

**COMPLAINANT**

Name: \_\_\_\_\_ Status: Student \_\_\_ Management \_\_\_ Faculty \_\_\_ Staff \_\_\_ Other \_\_\_

MRU ID#: \_\_\_\_\_

University Department/Worksite: \_\_\_\_\_

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

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

**RESPONDENT**

Name: \_\_\_\_\_ Status: Student \_\_\_ Management \_\_\_ Faculty \_\_\_ Staff \_\_\_ Other \_\_\_

University Department/Worksite: \_\_\_\_\_

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

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

***DETAILS OF COMPLAINT***

Description of Alleged Discrimination

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Date(s) of incident or time frame and location of incident

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Has this complaint been reported previously? If so, to whom and what actions were taken?

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***RESOLUTION REQUESTED***

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***COMPLAINANT***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**