

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Standard Consent Form for Disclosure of Personal Information

Instructions

A public body may disclose personal information only if the individual the information is about has identified the information and consented, in the prescribed manner, to that release. The prescribed manner is in writing and must specify to whom the personal information may be disclosed and how the personal information may be used. **Generally this consent is considered valid for 1 year unless otherwise indicated.** The attached consent will serve this purpose. Please fill in the blanks based on the key below. If you have any questions please contact the FOIP Coordinator at 403.440.7288.

I, (1)_____ authorize Mount Royal University Residence Services to disclose the personal information listed below to (2)_____ for the purpose of (3)_____ for the period of (4)_____.

List of Personal Information to be disclosed. (5)

Full Name _____

Date _____

Signature _____

Key

1. Person giving consent fills in their name.
2. Name of individual or organization that will be receiving the personal information.
3. How the personal information will be used by receiving individual or organization.
4. Indicate the period of time you require the consent to be valid.
5. List specifically what personal information will be disclosed.