

Request for Non-Disclosure of Personal Information

The University of Alberta collects and protects personal information under the authority of the Alberta *Protection of Privacy Act* for the purposes of operating the programs and activities of the university.

The *Access to Information Act* under s. 20(2)(i) provides that the disclosure of personal information to a third party regarding enrolment in a program at the university, receipt of an honour or award granted through the university or attendance or participation in a university public event is not an unreasonable invasion of an individual's personal privacy unless the individual has requested that this information not be disclosed.

If you would like the university not to release the types of information listed below, or to cancel a previous special Consent for Disclosure of Personal Information authorization, please complete the following and submit to the **[insert office/department responsible for the personal information]**.

I instruct	
	Insert name of department

not to disclose
(check appropriate box(es))

Enrolment Information
 Event of Activity Attendance or Participation
 Receipt of Honour or Award

and / or revoke	
	Identify previous consent to disclose

for the period
(check appropriate box)

Permanently
 Until Completion of Studies
 Until Otherwise Directed

Full Name:	
Program of Study or Department:	
Student ID # or Employee ID #:	
Address (for non-students & non-staff):	
Date:	

Comments:	
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Signature: _____

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 4(c) of the Alberta *Protection of Privacy Act* and will be protected, used and disclosed in accordance with Section 10, 12, and 13 of the *Act*. Specifically, it will be used for the purpose of managing the information on this form. The University of Alberta uses automated systems to generate content and to make decisions, recommendations and predictions. The personal information collected may be included in these automated systems. Direct any questions about this collection to: **[contact position, email address, and/or business telephone number]**.

This information will be retained and disposed in accordance with approved records retention and disposal schedules of the university.