



Freedom of Information and Protection of Privacy Program (FOIP): Letters or Verbal References

The Freedom of Information and Protection of Privacy Act governs how references are provided and collected for employees of the University of Calgary.

Information, such as attendance, performance or salary history cannot be provided to an organization or person outside the University of Calgary without the specific written consent of the employee or former employee.

As a result, all faculty and staff who provide verbal or written references are required to obtain the employee's written consent to them to do so. A sample form is found below.

If it is not possible to use this form, the employee must provide some evidence of consent. For example, the request or a copy of the application or resume in which you are named as referee can be forwarded by mail, e-mail or fax and will serve as consent if necessary.

The referee or department must keep a copy of the consent. Any information provided must be maintained for one year and is accessible subject to certain limitations. If the employee wishes Human Resources to confirm dates of employment, the consent form or alternative consent must be sent to Human Resources for the personnel file.

Reference Consent Form

This form is to be retained by the referee as confirmation of the request for a reference

I, _____ request that _____ write a
(Name of employee) (Name of referee)
letter of reference or respond to a reference check on my behalf.

I understand that in order to write the letter of reference or provide a verbal reference, My referee will comment on job performance and personal characteristics relating to my employment at the University of Calgary.

I agree to this disclosure of my personal information:

Only to the following potential employers

To all requests for references

This consent will be effective for **one year** past the signature date.

Signature: _____ Date: _____
(Employee signature)

If this form is not signed, a reference will not be provided.

This information is collected under the authority of and in response to the *Freedom of Information and Protection of Privacy Act*. It is required to respond to the request. If you have any questions about the collection or use of this information, contact the Information and Privacy Co-ordinator at the University Archives, MLT 1218, 220-3602. Revised January 2006

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