

Consent and Authorization Form – Employee Reference Disclosure

The University of Calgary will not disclose your personal information without your consent unless authorized under Alberta's *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA). The purpose of this form is to obtain consent to disclose your personal information to another person, organization or agency for the purposes of an employment reference under section 13(1)(c) of POPA.

About you

| | | |
|---|-----------|------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss | Last Name | First Name |
| Relationship to the University of Calgary and UCID# (if applicable) | | |
| Phone | Email | |

About your Request

What kind of consent and authorization are you providing?

- ☐ I consent to authorize the following University of Calgary employee to provide an employment reference and disclose my personal information specific to my work performance and employment attributes:

| | | |
|---|-----------|------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss | Last Name | First Name |
| Relationship to the University of Calgary and UCID# (if applicable) | | |

Scope of your Request

Who may we disclose your personal information to? References may be provided verbally or in writing.

- ☐ You may provide a reference to any third-party individual, organization or agency.
- ☐ You may provide a reference only to the following third-party individual, organization or agency:

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This consent and authorization will be effective as of the date this form is signed by you, and it will be valid for one year from the date of signature. You may also revoke your consent at any time in writing by contacting the Access and Privacy Office.

Your Signature

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Please forward your request to the University of Calgary employee authorized to provide a reference.

| | |
|----------------------------|-------------|
| FOR OFFICE USE ONLY | |
| Date Received | Request No. |

The personal information collected through this Consent and Authorization form is collected under the authority of section 4(c) of the *Alberta Protection of Privacy Act* (POPA). It will be used for the purpose of assessing and processing your request and may also be used for program evaluation and improvement purposes. For questions about this form or the collection, use or disclosure of your personal information, please contact the University of Calgary Access and Privacy Office at accessandprivacy@ucalgary.ca.