Disclosure of Personal Information Consent Form

Completing this form will give NAIT permission to discuss details of your student account with the person you name.

- It will **not** give that person authority to make any changes to your account on your behalf such as updating your address, changing your schedule, canceling your enrolment, etc. If you wish to authorize someone to act on your behalf, please complete the **Changes to Student Records Consent Form**.

- Most changes to your personal information and program/courses can be managed by you through your MyNAIT Portal or your myTradeSecrets profile if you're an apprentice.

Student Name:		NAIT Student ID	

I hereby give NAIT permission to **discuss or release** my (check all that apply)

	Program/Course Information (e.g. full-time/part-time status, enrolment status, timetable, grades/progress, attendance, etc.)
	Application Information (e.g. application status, outstanding requirements, etc.)
	Financial Information (e.g. confirm amount owing, confirm past payments, etc.) *This information is useful for people making payments on your account, as we cannot confirm the amount owing without your permission.*
	Other (please specify):

I am aware the above may include personally-identifiable information such as my full name, birthdate, etc.

With or to the following person *(You must complete a separate form for each person, etc.)*

Name	
Relationship	
Address	
Phone number	
Email	

This permission comes into effect once this form has been received and processed by NAIT.

Unless you indicate otherwise, the permission expires two years after it is received and processed by NAIT.

Optional Expiry Date: _____

You can cancel this permission **at any time** by completing the Withdrawal of Consent Form.

Student Signature: _____ **Date:** _____

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Information that does not require a Disclosure of Personal Information Consent form

Unless you specifically tell us not to, NAIT can confirm the following information **without** a consent form on file.

- Whether you are, or were, registered as a student at NAIT
- The program you are enrolled in, either currently or in the past
- Whether or not you completed your program or courses, or if you received an accreditation

For example, NAIT can confirm with a prospective employer that you completed a NAIT program without a consent form.

You may choose to restrict access to this level of information. Please contact us for more information.

Information NAIT will not share

There are some types of information that NAIT will not share with anyone, unless required by law. If you need access to these specific records, you will need to contact the appropriate person or department directly.

- Confidential notes taken by Learning Services Advisors, counsellors, nurses, or other Health Services personnel
- Information you have shared with the NAIT ombudsperson

Additionally, information which is collected by the NAIT Students Association (NAITSA) is not controlled or kept by NAIT.

How to Submit this Form

- Scan a copy of your completed, signed form and email it to askNAIT@nait.ca. In your email, please use this subject line format: FOIP – [your NAIT student ID number].

- In-person at the Student Service Centre (main floor, Centre for Applied Technology, main campus). You will need to bring your NAIT Student ID card, or government-issued photo ID. A third party cannot submit this form in-person on your behalf.

After You Submit this Form

NAIT will process and add the form to your student record. Processing times may vary depending on peak times of the year, but are generally within a few business days of receiving your form. If the form is submitted via email, you will receive a confirmation email once the form has been processed.

The permission you are granting comes into effect the day the consent form is added to your NAIT student record. You can specify when this permission expires by putting an expiry date on the consent form. If you do not specify an expiration date on the consent form, the permission automatically expires two years after the date the consent form was processed by NAIT and added to your student record.

Withdrawal of Consent

You can also withdraw your permission at any time by informing NAIT in writing. Please use the Withdrawal of Consent Form to do this.

If you have reason to suspect that someone you know has accessed, or may try to access, your NAIT account through fraudulent means, please contact us immediately.

More information about FOIP at NAIT, our policies, and how we safeguard your personal information can be found at http://www.nait.ca/foip.