



## DISCLOSURE OF PERSONAL INFORMATION – GENERAL CONSENT

I, <sup>(1)</sup> \_\_\_\_\_ authorize the Northern Alberta Institute of Technology (“NAIT”) to disclose the personal information listed below to <sup>(2)</sup> \_\_\_\_\_ for the purpose of <sup>(3)</sup> \_\_\_\_\_ for the period commencing on the signature date below and ending <sup>(4)</sup> \_\_\_\_\_ (month/day/year).

<sup>(5)</sup> List of personal information to be disclosed:

<sup>(6)</sup> Signature \_\_\_\_\_

<sup>(7)</sup> Date \_\_\_\_\_

**NOTE:** The completed Disclosure of Personal Information – General Consent form should be delivered to the department / area of NAIT that is being requested to disclose the personal information (eg: Registrar for student marks)

*This form constitutes a consent to the disclosure of personal information pursuant to the Freedom of Information and Protection of Privacy Act – section 40 (1) (d). If you have any questions or concerns regarding the collection, use or disclosure of personal information, contact General Counsel at the Northern Alberta Institute of Technology (“NAIT”), Room O101H, (780) 471-7664.*

**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 disclosure. 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. Please fill in the blanks based on the following key.

**Key:**

1. Person giving consent fills in their name
2. Name of the individual(s) or organization that will be receiving the personal information
3. Purpose of consent – How is personal information to be used by the receiver
4. Date to which consent is to be valid
5. Description of types of personal information to be disclosed – be as clear as possible
6. The signature of the individual whose personal information will be disclosed
7. Date of signature.

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