

**Authorization of Representative
Access to Personal Information Request**

Note: Before releasing personal information, the University must verify that the applicant is either the individual the information belongs to or their authorized representative. To confirm your identity, we require a valid government-issued photo ID showing your current address. We will discuss available verification options with you prior to releasing any records.

I, _____,
(Name)

of _____, in the province of _____,
(City/Town/Village)

authorize, _____,
(Name of Authorized Representative)

of _____, in the province of _____,
(City/Town/Village)

as my personal representative to act on my behalf in relation to my personal access to information request submitted to the University of Alberta under the *Access to Information Act* (ATIA). I confirm that my representative has the authority to exercise my rights under ATIA for me.

This authorization will be in effect until the completion of this personal ATIA request or by _____.
(Date)

Signed by: _____
(Signature of Authorizing Person)

Date: _____

Signed by: _____
(Signature of Authorized Representative)

Date: _____

You can cancel this authorization at any time. To do so, please send a written notice to the Information, Privacy and Records Management Office at privacy@ualberta.ca or the mailing address above.

Personal information provided is collected in accordance with Section 4(c) of the Alberta *Protection of Privacy Act* (POPA) and will be protected in accordance with section 10 of POPA, and used and disclosed in accordance with sections 12 and 13 of POPA. It will be used and disclosed for the purpose of processing your personal ATIA request. 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. Should you require further information about collection, use and disclosure of personal information, please contact the Information, Privacy and Records Management Office at privacy@ualberta.ca.