Information, Privacy and Records Management Office, University of Alberta
7-20 University Terrace 8303 - 112 Street NW
Edmonton AB T6G 1K4
Phone: (780) 492-9419
Email: privacy@ualberta.ca

Request for Non-Disclosure of Personal Information

Sections 20(2)(i) and 20(3) of the *Access to Information Act* (ATIA), provides that the disclosure of personal information to a third party regarding enrolment in a program at the university, attendance or participation in a university public event and receipt of an honour or award granted through the university is not an unreasonable invasion of an individual's personal privacy unless the individual has requested that this information not be disclosed.

To withhold the disclosure of the information listed below, or to revoke a previous consent for disclosure of personal information authorization, please complete this form and submit it to the appropriate university office/department.

I instruct	
	Insert name of department

not to disclose
(check appropriate box(es))

- ☐ Enrolment Information
- ☐ Event of Activity Attendance or Participation
- ☐ Receipt of Honour or Award

and / or revoke	
	Identify previous consent to disclose

for the period
(check appropriate box)

- ☐ Permanently
- ☐ Until Completion of Studies
- ☐ Until Otherwise Directed

Full Name:	
Program of Study or Department:	
Student ID # or Employee ID #:	
Address (for non-students & non-staff):	

Comments:	

_____ _____

Signature **Date**

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 non-disclosure 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.