

Freedom of Information and Protection of Privacy
Consent to Share Information Form

This form is available to individuals who apply to UNBC for Accommodation in the Student Residence Buildings. The purpose of this Consent Form is to clarify expectations with regard to the Management of Personal Information recorded and maintained in Housing Information systems and files and to provide certain specific authorizations.

The *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection Act* and associated Regulations are the Provincial statutes which establish rights and responsibilities in regard to the management information.

The Department of Housing and Residence Life of the UNBC is not permitted to share information with third parties unless we are provided with specific authorizations/consents in accordance with Provincial Legislation.

Please note, you are under no obligation to share information with third parties and your application for residence is not conditional to you providing any of the following consents. You are choosing to provide consent in accordance with your own free will or for your personal convenience. To make changes at any time to the consents you have authorized, please contact the UNBC Housing Office staff.

Please provide your consent by completing the signature section below and placing your initials next to any specific consent you wish to activate. Please forward the form by mail or fax to the UNBC Housing Office.

Name (Please print) _____ Student Number _____

Signature _____ Date _____

AUTHORIZATIONS – PLACING YOUR INITIALS AFTER ANY OF THE FOLLOWING CONSENTS WILL ACTIVATE THAT PARTICULAR CONSENT. IF THERE ARE NO INITIALS AFTER A SPECIFIC CONSENT IT WILL NOT BE ACTIVATED

- (1) The following consent is intended to allow the University to confirm to the designated third party that you have made an application for residence and to report the status of that application.

I authorize _____ who is my _____ and/or _____ who is my _____ to receive information related to the status of my application for residence. This consent is provided for the period from _____ to _____.

Initials _____

- (2) The following consent is intended to allow the University to disclose to the designated third parties only the housing related financial and student account information necessary to facilitate the receipt of payments from the designated third parties.

I authorize _____ who is my _____ and/or _____ who is my _____ to request and receive the specific student housing account information necessary to allow them to make housing related payments on my behalf. This consent is provided for the period from _____ to _____.

Initials _____

- (3) The following consent is intended to allow the University to provide to the designated third parties all your housing related financial charges and associated information.

I authorize _____ who is my _____ and/or _____ who is my _____ to request and receive financial information related to my Residence account. This consent is provided for the period from _____ to _____.

Initials _____

- (4) The following consent is intended to allow the designated third parties to complete missing information or to correct inaccurate information on your housing application.

I authorize _____ who is my _____ and/or _____ who is my _____ to act on my behalf with respect to my application for residence. This consent includes authority to correct or make changes to all information provided on my Residence Application Form and to do all things necessary to complete the Residence Application. This consent is provided for the period from _____ to _____.

Initials _____

- (5) The following consent is intended to allow the University to provide the designated third parties with any information filed in the student housing files which are maintained in the residence operations. There is no intent to create an agent status for the third parties; the University will not negotiate or discuss the merits of the information which is provided with the third parties.

I authorize _____ who is my _____ and/or _____ who is my _____ to request and receive personal information about my activities in residence, my personal behavior in residence and any information maintained in my residence files related to any discipline that applies to me. This consent does not create an agency status for the above individuals. This consent is provided for the period from _____ to _____.

Initials _____

- (6) The following consent is intended to allow the University to provide contact information to prospective suitemates so that sharing and living arrangements may be discussed. Contact information will not be shared either with other suitemates or from other suitemates if this consent is not provided.

I authorize the UNBC Department of Housing and Residence Life to provide my email address and name to my potential suitemates. This consent is provided acknowledging that the intent is to create an opportunity for potential suitemates to share information prior to arrival at UNBC.

This consent is provided for the period from _____ to _____.

Initials _____

Frequently Asked Questions

- (1) Can I sign my son or daughter's?

(a) Application? -- Yes - if the student has provided the appropriate consent.

(b) License agreement? If the student is 19 years or older, only the student can sign – there is no other option.

If the student is less than 19 years, both the guardian/parent and the student must sign.

- (2) Can the University provide personal information to third parties in extreme situations?

In most cases the University cannot release personal information to third parties, including parents of students. However, the University may provide confidential information to a third party in order to protect the safety or health of a student or other person(s). This will only be considered in very serious matters with potentially life-threatening outcomes. In some cases the University is required by law to release confidential information to specific legal authorities (i.e.: RCMP, courts, MCFD, etc.). Each situation is evaluated on its own merits and *Freedom of Information and Protection of Privacy* legislation is applied to each case. In situations that are not extreme, parents and other third parties will be disappointed and may be upset that the University cannot release their child's information if they make a request without a specific consent authorization provided by the student. In addition, under BC legislation, the Residence staff is required to deny having any knowledge of the student unless required by law or in life-threatening situations.

- (3) I am paying for my child to live in Residence. Why can't I get financial information?

Financial and other personal information is protected by legislation. The act of paying for a student's lodgings is considered a financial gift to the student under the law and all matters relating to that gift are personal to the student. The University is prohibited by law from providing any related information to third parties without the student's consent.

- (4) What happens to money left over or refunded?

You have given the money either directly or indirectly to the student. Typically all refunds will be credited to the student. In any event, these are student funds and the University is prevented by law from providing information to parents and other third parties as to the disposition of these funds.