

## Collection Notices

### 1. Introduction

Under the *Freedom of Information and Protection of Privacy (FOIP) Act* (the Act), the University must collect personal information directly from the individual the information is about except under specific circumstances. The Act also states that whenever the University collects personal information from the individual, it must tell the individual what authority it has to collect the information, how the information will be used, and finally, who can be contacted if there are any questions about the collection or use of the information.

The following policy guide will help staff fulfill this requirement.

### 2. Manner of Giving Notice

The law requires that notice be provided in writing – on an application form, on a posted sign, or in any other manner which informs the individual about the collection. However, written notice is not always possible (e.g. when registering for Continuing Education courses by telephone) and under these circumstances, the Information and Privacy Commissioner of Alberta has indicated that oral notice is acceptable.

### 3. Content of the Notice

The notice must include the following three elements:

- the specific legal authority for the collection,
- the purpose for the collection, and
- the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### 3.1. Authority

Use whatever statutory authority is relevant. In most cases, you will be citing either section 65(a) of the *Post-Secondary Learning Act* which allows us to collect information from a student that relates directly to and is necessary for an operating program or activity of the University OR section 33(c) of the FOIP Act, which allows us to collect information that relates to and is necessary for an operating program or activity of the public body. A couple of other obvious choices are the *Income Tax Act* (Canada) and the *Statistics Act* (Canada).

Example: This information is collected under the authority of the *Post-Secondary Learning Act*.

#### 3.2. Purpose

Describe your reasons for collecting the information. Note that section 39 allows you to use the information only for the purpose for which the information was collected or for a use consistent with that purpose. You should be careful to anticipate future or ancillary requirements for the information.

Example: 'It is required to [register you in the program; evaluate your progress in the program; confirm your status in the program; record your school preferences; etc].'

You might also want to add a statement, such as 'The information will form part of the student record'.

### **3.3. Contact**

The Act specifies that you include title, business address and business telephone number. In the interests of length, cut the address if it is already somewhere else on the form or on the website.

Example: If you have any questions about the collection or use of this information, please contact the Practicum Office at the University of Calgary, EDT 750, (403) 220-7551.

## **4. Examples**

### **4.1. Registrar's Office – Application Form**

This information is collected under the authority of the *Post-Secondary Learning Act*, the *Statistics Act (Canada)*, and the *Income Tax Act (Canada)*. It is required to determine your eligibility for admission and will be used to contact you regarding university programs and services. If admitted, it will form part of the student record and will be disclosed to relevant academic and administrative units. Specific data elements will be disclosed to the federal and provincial governments to meet reporting requirements and to the Students' Union/Graduate Students' Association in accordance with affiliation agreements. Applicants should note that the following information is defined as the student's public record: name, dates of registration and convocation, faculty of registration and degree/diploma awarded. All other data is considered confidential and will be used and disclosed in accordance with privacy legislation. For more information on the uses and disclosures of personal information, refer to the University of Calgary calendar. If you have any questions about the collection or use of this information, contact the Director of Recruitment and Admissions, (403) 220-2599.

### **4.2. Student Awards and Financial Aid – Scholarship Applications**

This information is collected under the authority of the *Post-Secondary Learning Act*. It is required to determine your eligibility for awards. If you have any questions about the collection or use of this information please contact the Student Awards and Financial Office at (403) 220-6925.

### **4.3. Student Awards and Financial Aid – Award Applications**

This information is collected under the authority of the *Post-Secondary Learning Act* and *Income Tax Act (Canada)*. It is required to determine your eligibility for awards. If you have any questions about the collection or use of this information please contact the Student Awards and Financial Office at (403) 220-6925.

### **4.4. Faculty of Continuing Education – Registration Form**

This information is collected under the authority of the *Post-Secondary Learning Act*. It is required to register you in the program, forms part of the student record, and will be used to notify you of other courses and programs. Financial information is used to process applicable fees and is retained for future reference. If you have questions about the collection or use of this information, contact ...

### **4.5. Campus Recreation – Registration Form**

This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. It is required to process your application and will be used to contact you regarding facilities and services available to Campus Recreation members. It will also be used to notify you of other courses and programs offered by Campus Recreation. Alternative contact and medical information will only be used in a medical emergency. If you have any questions about the collection or use of this information, contact ...

### **4.6. Disability Resource Centre – Pay detail for Assistive Service Providers**

This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and the *Income Tax Act (Canada)*. It is required for payroll purposes. If you have any questions about the collection or use of this information please contact the Disability Resource Centre, MSC 274 at (403) 220-6925.

#### **4.7. Disability Resource Centre – Student Contact Sheet**

This information is collected under the authority of the *Post-Secondary Learning Act*. It is required to determine and advise on appropriate accommodations. If you have any questions about the collection or use of this information please contact the Disability Resource Centre, MSC 274 at (403) 220-6925.

#### **4.8. Olympic Oval – General Statement**

This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. It is required to determine your eligibility for admission and will be used to contact you regarding programs, services, and other events offered by the Olympic Oval. If admitted, it will form part of the athlete record and will be disclosed to relevant coaches and governing sport bodies. Applicants should note that the following information is defined as the athlete's public record: name, coaches' name, program affiliation, and personal best information. All other data is considered confidential and will be used and disclosed in accordance with the privacy legislation. Alternative contact and medical information will only be used in a medical emergency. Financial information will be used to process payment. Should you prefer not to receive any additional material, please call (403) 220-7954. If you have questions about the collection or use of this information, contact the Manager of Athlete Services at (403) 220-7801.

#### **4.9. Olympic Oval – Volunteer Registration Form**

This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. It is required to gather information on volunteer availability and interests and will be used to contact you regarding future events, competitions and other programs offered by the Olympic Oval. If you prefer not to receive any additional volunteer information, please call (403) 220-7954. If you have questions about the collection or use of this information, contact the Volunteer Coordinator at (403) 220-3917.

#### **4.10. Olympic Oval – Competitions**

This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. It is required to register you in the competition and will be used to contact you regarding future competitions at the Olympic Oval. Financial information will be used to process payment. Organization of competitions requires that names will appear on posted pairing lists and results print outs. Names/pictures of winners may be published on boards, media, and in newsletters. Alternative contact and medical information will only be used in a medical emergency. If you prefer not to receive any additional promotional material, please call (403) 220-7954. If you have questions about the collection or use of this information, contact the Events Coordinator at (403) 220-2540.

#### **4.11. Faculty of Graduate Studies – Annual Progress Report for Continuing Thesis Students**

This information is collected under the authority of the *Post-Secondary Learning Act*. The purpose of the Annual Progress Report is to provide a mechanism to record both the student's and the supervisor's perspectives regarding the achievements of the past year, to outline the milestones or objectives for the coming year, and to provide supervisors and graduate coordinators with an opportunity to indicate whether progress during the past year was satisfactory, whether certain expectations or targets have been met, or to address problems that have arisen. This information will become part of the student and supervisory records. Questions may be directed to the Administrator, Faculty of Graduate Studies, at (403) 220-5417.