

# Permission to Release Information and Authorization to Act on My Behalf

The personal information which forms part of your student record is collected under the legal authority of College and Institutes Act, [RSBC 1996] c.52, and the Freedom of Information and Protection of Privacy Act [RSBC1996] c. 165. The information is used for administrative and statistical research purposes of the College and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The Freedom of Information and Protection of Privacy Act provides that the College may not release information pertaining to student records to any other person without the student's consent.

Further, the College does not normally allow any person other than the student to conduct student related business with the College on behalf of the student.

**If you want any other person to have access to your student records and/or if you want any other person to be able to conduct student related business on your behalf you must:**

- Please complete the relevant portion of this form and
- Submit the completed form to Enrolment Services in person, drop-box at Interurban Campus, Campus Centre Building or on the Lansdowne Campus, Dawson Building or by mail or fax to the attention of the Enrolment Services department

|   |                      |
|---|----------------------|
| Student Name: _____   | _____                |
| <i>Last Name</i>  | <i>First Name</i>    |
| Student #: C _____  | Date of Birth: _____ |
| <b>To the Enrolment Services Department:</b>                              |                      |
| The following person(s) _____ has/have permission to                      |                      |
| <input type="checkbox"/> access my student records and/or                 |                      |
| <input type="checkbox"/> to conduct student related business on my behalf |                      |
| for the following length of time _____ to _____.                          |                      |
| Signature: _____  | Date: _____          |

### Questions?

**Lansdowne Campus**  
Dawson Building, Main Floor  
Fax: 250-370-3551

**Interurban Campus**  
Campus Centre Building, 2nd Floor  
Fax: 250-370-3750

Phone: 250-370-3550  
Toll Free: 1-877-554-7555

Internet Contact: [camosun.ca/about/contact/registration.html](http://camosun.ca/about/contact/registration.html)  
Office Hours: Mon, Tues, Weds 9am-4pm; Thurs 9am-5:30pm; and Fri 9am-4pm