CONSENT TO PUBLISH INFORMATION

Part A:

To be completed by the faculty/staff member or academic/administrative unit:

Mariela Lamont, Outgoing Global Learning Coordinator (Name of faculty/staff member) from the Global Opportunities & International Student Services Office (GO-ISSO) (Academic/Adminstrative unit) is requesting your consent to publish your name, photograph, biography, scholarship award details, and/or other information as described below:

- Full name
- Program/degree of study at Carleton University
- Awards (scholarships and/or bursaries)
- Planned year of graduation from Carleton University
- Carleton e-mail address
- Hometown and country
- Location of exchange (i.e. Host institution, City, Country)
- Written testimonial
- Photograph (s)

This information will be published for the purposes of promotion, publicity, and/or other purposes as described below:

The intention is to use the information provided for recruitment/outreach, promotional and administration purposes for the Exchange Program offered by the Global Opportunities & International Student Services Office.

This information will be published on websites, materials, and/or in other areas as described below:

- Social media, inclusive of, but not limited to: Instagram, Facebook, LinkedIn, Twitter
- Webpages
-Department of University Communications
- Print (i.e promotional materials)
- GO-ISSO newsletter
- Exchange partner institutions

Other forms of Carleton University collateral (banners, etc) and social media. For the purpose of administration, information may be shared with other participating students and partner institutions.

Part B:

To be completed by the faculty/staff member or academic/administrative unit:

The personal information requested on this form is collected under the authority of the *Carleton University Act* in accordance with Section 38(2) and 42(1) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). The information provided will not be used for any purposes other than those stated upon this form unless the individual consents otherwise. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Should you have any questions concerning your personal information, please contact:

FIPPA Representative: James Gamble Academic/Administrative Unit: University Legal Services

Telephone: 613-520-2600 ext.2047 E-Mail: privacy.office@carleton.ca

Part C:

To be completed by the individual:

I understand that my personal information and image may be published in hard copy or online and I hereby provide explicit consent to publish the information detailed in **Part A** on page 1 of this form.

This information will be retained and disposed of in accordance with approved records retention and disposal schedules of the University.

(Name of individual)	(Signature)	(Date: MM/DD/YYYY)

Please direct any questions about completing this form to the:

Manager, Privacy & Access to Information
Telephone: (613) 520-2600 Ext. 2047
E-Mail: Privacy.Office@carleton.ca

OR the FIPPA Representative in your academic/administrative unit.

Part A: The faculty/staff member shall enter their name, the academic/administrative unit, a description of the information to be published, a description of the purpose for publishing the information, and a description of the location where the information will be published.

Part B: The faculty/staff member shall enter the name of the FIPPA representative for the academic/administrative unit and the representative's telephone extension and E-Mail address. If no representative is available, you identify the Manager, Privacy & Access to Information as the contact.

Part C: The individual shall indicate the personal information that may be published and shall sign and date the form to indicate explicit consent. The student may specify a time limit (usually 5 year) or indicate "no time limit" if the period of permission is indefinite.

Guidelines for publishing student information:

Under FIPPA, the University is not allowed to confirm or deny the enrolment of any current undergraduate or graduate student without their consent. Posting current student names on websites (for example scholarship winners) or academic Curriculum Vitaes (CVs) is considered confirming enrolment and this should not be done without consent.

Posting student names on websites/academic CVs:

Implicit consent is acceptable to post undergraduate and graduate student names on websites and/or academic CVs. A record will need to be kept, in the academic unit offices, that students have been advised of plans to post their names. If any student objects, their name may not be posted publicly and must be removed if already posted. The following is a sample notice: "I am/we are planning to post your name on the following web pages… (include the url). If you object to your name being posted, please advise the writer by return E-Mail within 5 days. If you do not respond, your consent to post your name will be assumed."

Posting student names/photos/biographies for publicity purposes:

Explicit consent is required to post undergraduate and graduate student names/photos/biographies for publicity purposes. A record of consent will need to be kept for each student as long as their personal information (i.e. name, likeness and other personal information) is continued to be used. This **Consent to Publish Student Information** form may be used for this purpose.