



uOttawa

L'Université canadienne  
Canada's university

## Authorization for Release of Information Human Resources Service

I authorize the University of Ottawa Human Resources Service to release the information indicated below to:

Name of institution: \_\_\_\_\_

Address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Information to be released:

- annual salary
- T4
- confirmation of employment
- other: \_\_\_\_\_

This authorization is valid for a period of 30 days.

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Tel. (work): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

In managing its operation, the University may disclose some of your relevant personal information to various University services and to service providers such as the Alumni Association, student associations, insurance companies and financial institutions. We also require these organizations to comply with University policies on personal information and with any other legislation governing personal information.

Except as described above and in similar situations, or if legally obliged to do so, or unless truly exceptional circumstances require, the University does not disclose your personal information to other external individuals or organizations without your prior written consent.