

**CONFIRMATION OF RECEIPT OF DOCUMENT(S)  
CONTAINING STUDENTS' PERSONAL INFORMATION**

I, (print name) \_\_\_\_\_ (the "Receiver"), for and behalf of the following association/group \_\_\_\_\_ (the "Group"), by signing this document, acknowledge and confirm the following:

- I have requested the following document(s): \_\_\_\_\_ (the "Document(s)") from the Dean of Students' Office on the date indicated below;
- I am an authorized representative of the Group and am authorized by the Group to receive the Document(s) on its behalf.

I further acknowledge and agree, on behalf of the Group, that:

- The Document(s) may contain personal and confidential information regarding students, including, but not limited to: names, emails, addresses, telephone numbers, programs of study, student status, etc. (the "Personal Information"). Personal Information is subject to relevant legislation, including the *Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*;
- The Personal Information is provided by Concordia University: (i) because the Group requires it to perform its duties; and/or (ii) because the Group is legally entitled to obtain it as a recognized student association;
- The Group is responsible for maintaining the confidentiality and safeguarding the Personal Information. Accordingly, the Document(s), as well as any copies thereof, must be kept in a secure, locked place and must be permanently destroyed, by shredding them and/or deleting them, or returning the Document(s) to the Dean of Students Office for proper disposal, after the Group has finished using them for their intended purpose;
- **Any use the Group makes of the Personal Information is the Group's sole responsibility;**
- **The Group releases Concordia University and its agents, officers, directors, governors and employees from all liability and for any direct, special, incidental, consequential, punitive or exemplary damages, regardless of the form of action, arising from or related to the Group's use of the Document(s) and/or of the Personal Information contained therein;**
- It is highly recommended that, prior to providing any Personal Information to any other group or individual, the Group require the receiver sign a Confirmation of Receipt similar to the present.

**I have read and understand, and agree to the terms of this document on behalf of the Group.**

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of the Receiver