Notice to Referees – Confidentiality and Collection Notice

Last updated: July 5, 2017 (v1.1)

1. The following notice must be printed on a reference form, instruction sheet or correspondence to referees:

   The British Columbia Freedom of Information and Protection of Privacy Act allows an applicant to have access to the information contained in his/her letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood between Simon Fraser University and yourself that the letter of reference is supplied in confidence unless you state otherwise.

2. Do not provide a line or yes/no tick box for referee. If the referee wants to waive their confidentiality then they can do so in the body of their reference.

3. You must also include the standard FOI/POP “collection notice” as follows:

   The information [on this form/that you supply] is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27(4)(a)), [cite also any applicable administrative policies approved by the University's Board of Governors; other provincial or federal legislation or regulation; binding legal contracts such as collective agreements; etc.]. It is related directly to and needed by the University [describe why (i.e. the purpose) the information is needed]. The information will be used [must describe all uses and be specific]. If you have any questions about the collection and use of this information please contact [Position Title, Business Address, Business Phone Number].

4. Please note that you will need to fill in the brackets [ ] with details specific to your program area.