

(PLEASE PRINT)

Date: _____ (office use only):
Colleague ID: _____

RRC Department Name: _____

Supervisor: _____

Name of Person requesting Associate ID: _____

Home Address(City/Town/Prov/PC): _____

Home Phone No./Cell No./Business No.: _____

Date of Birth: _____

Email Address: _____

SIN (optional) _____

Are you a previous student or staff?

If yes, previous student or staff #:

If yes, previous name (if applicable):

If yes, address while student/staff: _____

NOTE: This application should be completed and returned to Campus Services, Room C515 for processing of information. A copy of the application will be returned to you as confirmation that you have been entered into the data base. Please take the approved application to the Student Services Centre, D101, to have your picture taken and receive your ID Card. ID Cards must be returned to your Supervisor upon termination of your association with Red River College.

Supervisor Signature

Date

Requestor Signature

Date

Campus Service Signature

Date

TERMS AND CONDITIONS FOR USE OF ASSOCIATE ID CARD (the "Card"):

- The Card is the property of RRC, is non-transferable and must be returned to RRC upon request;
- The Card is for access to RRC services including physical access to RRC, the library, computer labs, recreation facilities and health services. RRC may add or delete a service at its discretion and/or limit services;
- The cardholder is responsible for protecting all services provided by the Card;
- Collection of personal information is collected under the authority of *The Colleges Act* and in compliance with *The Freedom of Information and Protection of Privacy Act*. Information collected will be used by RRC for internal communication purposes only;
- Photographs taken in order to produce the Card are digitized and stored in compliance with the above-noted legislation. RRC retains full rights to these photographs and will not use the image for any other purpose;
- With the exception of RRC Alumni, the Card is valid from July 1 to June 30 and must be reactivated on an annual basis.