

ADVOCACY CONSENT AND PRIVACY NOTICE — WHAT YOU ARE SIGNING

Consent, privacy notice and release of liability · Version 1.0, September 2026 (Classification: Public)

WHAT THIS FORM IS FOR

This is the agreement between you and a volunteer disability advocate before they help you with paperwork. It sets out what help is being offered, how your personal information will be handled, and the limits of what the advocate is responsible for.

It exists to protect you as much as the advocate. Before you hand anyone your file number, your medical history or your financial details, you are entitled to have in writing what they will do with it.

BEFORE YOU FILL THIS OUT

Read it before you sign it, and ask about anything you do not follow. The agreement says in terms that you should have had the chance to ask questions. That is not a formality — take it.

Know what the help is and is not. The advocate offers free, voluntary assistance understanding and completing forms for AISH, ADAP and related benefits. The agreement states plainly that the advocate is **not a lawyer, accountant, doctor, or an employee or representative of any government agency**, and gives no legal, medical or financial advice.

Nobody can promise you an outcome. The agreement says the advocate cannot promise approval, eligibility, an amount, timing, or how any office will respond. Decisions are made by government agencies, not by an advocate. Anyone who does promise you a result is telling you something that is not true.

You must be 18, or signing as an authorised representative or guardian.

WHAT EACH SECTION IS ASKING FOR

In plain terms, section by section. You do not have to read it all — find the part you are stuck on.

1. Nature of the services

What help is on offer: general assistance with forms and applications for disability programs. It is help with paperwork, not professional advice, and the agreement says so.

2. No guarantee of outcome

Confirms nobody is promising you anything about the result. Worth reading twice, because it is the clause that separates real help from the other kind.

3. Collection, use and protection of personal information

What you may choose to share and how it is handled. Note the word *choose* — sharing any particular piece of information is your decision, and you can help the advocate help you without handing over everything at once.

Signatures

You sign, the advocate signs, and there is an optional witness line. By signing you are confirming you read it, you understood it, you had the chance to ask questions, and you agree freely.

WHERE THIS GOES AFTER YOU SIGN IT

Back to the advocate, with a copy kept by you.

This is a two-party agreement. The advocate keeps a signed copy and **so should you**. If you are only given one copy to sign and it disappears, you have no record of what was agreed about your own information.

It does not go to the government.

This is not a form AISH, ADAP or any ministry needs or wants. It is between you and the person helping you.

If you want someone to deal with the government on your behalf, that is a different document.

Authorising a person to speak to a program about your file is done through that program's own process, not through this agreement.

WHAT HAPPENS NEXT

You can stop at any time. This is voluntary help and consent you have given can be withdrawn — say so, in writing if you want it recorded.

If your circumstances change, or you become uncomfortable with how your information is being handled, raise it. The agreement is the basis for that conversation, which is exactly why having your own copy matters.

WHAT NOT TO DO

Do not sign a copy you have not read. If someone is in a hurry, that is a reason to slow down, not to sign faster.

Do not hand over documents you have not been asked for. Share what a specific form needs, when it needs it.

Do not rely on this as legal advice. The document says so itself: it is a general template, laws about waivers and privacy vary, and a signed waiver does not always remove all responsibility.

This guide describes the agreement; the agreement itself governs. General information, not legal advice.

DISABILITY ADVOCACY SERVICES

Consent, Privacy Notice & Release of Liability

This agreement is between **Chantal Trepanier** (“the Advocate”), a volunteer disability advocate, and the person signing below (“the Client”). It explains the help being offered, how the Client’s personal information will be handled, and the limits of the Advocate’s responsibility. **Please read it fully before signing.**

1. Nature of the Services

The Advocate provides free, voluntary assistance with understanding and completing forms and applications related to disability programs, which may include Assured Income for the Severely Handicapped (AISH), the Alberta Disability Assistance Program (ADAP), and related benefits. The assistance offered is general help with paperwork and is not a substitute for professional advice.

The Advocate is not a lawyer, accountant, doctor, or employee or representative of any government agency, and provides no legal, medical, or financial advice.

2. No Guarantee of Outcome

The Client understands that the Advocate cannot promise or guarantee any particular result, including approval of any application, eligibility for any benefit, the amount or timing of any payment, or how any government office or third party will respond. Decisions about applications are made solely by the relevant government agencies, not by the Advocate.

3. Collection, Use & Protection of Personal Information

To help complete forms, the Client may choose to share personal information such as their name, contact details, AISH/ADAP file or client numbers, and other personal details. By signing, the Client consents to the Advocate collecting and using this information only for the purpose of helping complete the requested forms and applications.

The Advocate agrees to:

- (a) use the information only for the purpose stated above;
- (b) take reasonable steps to keep it secure and confidential;
- (c) not sell, trade, or share it with anyone else except as needed to complete the form or as required by law, and only with the Client’s knowledge; and
- (d) return, securely store, or destroy the information when it is no longer needed.

The Client may withdraw consent at any time by notifying the Advocate, after which the Advocate will stop using the information and will return or securely destroy it where possible. This section is intended to be consistent with Alberta’s Personal Information Protection Act (PIPA).

4. Release of Liability & Waiver of Claims

The Client understands that the Advocate is offering help in good faith and on a volunteer basis. To the fullest extent permitted by law, the Client releases, waives, and agrees not to hold the Advocate responsible for any loss, damage, delay, denial, missed deadline, or other negative outcome arising from or connected to the assistance provided, including matters beyond the Advocate's reasonable control, such as:

- errors, omissions, or incomplete or inaccurate information provided by the Client;
- decisions, delays, processing times, policy changes, or actions of any government agency or third party;
- postal, courier, internet, computer, or other technical or service failures;
- lost, intercepted, or delayed documents or communications once submitted; and
- events outside the Advocate's reasonable control, including illness, emergencies, or other circumstances commonly described as "acts of God" or force majeure.

The Client accepts responsibility for reviewing all forms for accuracy before submission and for keeping their own copies of important documents. This release does not apply to liability that cannot be waived by law, and nothing in this agreement is intended to release the Advocate from liability for gross negligence or intentional wrongdoing.

5. Acknowledgment

By signing below, the Client confirms that they have read and understood this agreement, that they are signing it freely and voluntarily, that they have had the chance to ask questions, and that they agree to its terms. The Client confirms they are at least 18 years old (or signing as an authorized representative or guardian).

Client

Print name

Date

Signature

Advocate

Chantal Trepanier

Print name

Date

Signature

Witness (optional)

Print name

Date

Signature

Disclaimer: This document is a general template, not legal advice. Laws about waivers and privacy vary, and a signed waiver does not always remove all responsibility. Before relying on this document, have it reviewed by a lawyer licensed in Alberta.