



In Unity There is Strength

P.O. Box 752, 516 Portage Ave
Fort Frances, ON P9A 3N1
Phone 807-274-8541 Fax 807-274-4067

PERSONAL INFORMATION NOTICE AND CONSENT FORM

1. Notice

This Notice and Consent is intended to inform you how United Native Friendship Centre (“the Friendship Centre/Delivery Site”) will collect, use, and disclose your personal information.

In order to provide programs and services safely and efficiently, the Friendship Centre/Delivery Site requires certain pieces of personal information from you. The *Federal Personal Information Protection & Electronic Documents Act* and equivalent provincial legislation require that your consent be obtained prior to the collection and use of that information.

Your personal information may be collected formally, in writing, and informally, by Friendship Centre/Delivery Site staff. This may include age, gender, marital status, income, education, disability, employment history, and any other information which the Friendship Centre/Delivery Site requires in order to deliver programs and services safely and efficiently. Your personal information may be stored in paper form and in electronic form. Additional personal information may be collected from time to time. Consent for the use of that personal information may be inferred where its uses are obvious and it has been voluntarily provided.

Only necessary information about you will be collected. The Friendship Centre/Delivery Site will collect, use, and disclose information about you for the following purposes:

- a. To enable the Friendship Centre/Delivery Site to contact you;
- b. To ensure you are eligible for programs and services;
- c. To develop plans of care and practice case management of your file;
- d. To ensure you are physically and mentally able to participate in programs and services offered by the Friendship Centre/Delivery Site;
- e. To provide specific information into a data collection system, specific to the program(s) in which you participate; and
- f. For anonymous statistical analysis of programs and services.

The storage, retention, and destruction of your personal information complies with the Friendship Centre/Delivery Site’s maintenance policy, applicable legislation and privacy protection protocols, to ensure its confidentiality. All staff at the Friendship Centre/Delivery Site are sworn to an Oath of Confidentiality.



Your information will only be shared upon your written consent, except for the following:

- a. For program reporting requirements, some personal information is sent to the Ontario Federation of Indian Friendship Centres, which may be transmitted in electronic form;
- b. For studies, research, or reports on issues specific to the urban Aboriginal peoples, with any of your identifiable information removed; and
- c. For the purpose of eliminating or reducing significant risk of serious bodily harm to any individual or group of persons.

Your consent may be withdrawn at any time by notice to the Friendship Centre/Delivery Site or its Executive Director.

You may access your own personal information, or request corrections, through a written request to the Friendship Centre/Delivery Site, or its Executive Director.

This consent form will serve for all Friendship Centre/Delivery Site programs you access, with one program designated as your primary provider and your original consent kept in that program file.

2. Client Consent

Always complete this part if the Client is capable of consent.

I, _____ (“the Client”) have read and understood the preceding Notice and had it explained to me. I am aware how the Friendship Centre/Delivery Site will use my personal information. I am also aware of the steps taken by the Friendship Centre/Delivery Site to protect my information, when it is collected, used or disclosed, as well as how it will be stored and destroyed. I consent to the provisions of the preceding Notice.

Signature: _____

Name: _____

Date: _____



Complete this part if the Client is under 18 years of age, is incapable of consent, or if an individual has been assigned to act on his or her behalf.

I am the _____ of the Client. I have read and understood the preceding Notice and had it explained to me. I consent on behalf of the Client to the provisions of the preceding Notice.

Signature: _____

Name: _____

Date: _____

Witness: _____

If the Participant is 16 years of age and under the age of 18, complete this part only.

- I understand that I must give permission to the Friendship Centre to collect and record my personal information
- I understand that all staff at the Friendship Centre have sworn an Oath of Confidentiality
- I understand that my personal information will remain confidential, and that the Friendship Centre has policies in place to ensure my personal information is protected
- I understand that my personal information will be stored in a physical file and on an electronic database
- I understand that my personal information may be used in community analysis and will stay confidential
- A worker from the Friendship Centre explained all of this to me and I had an opportunity to ask questions to make sure I understand how my personal information will be collected, stored and used.

I made the decision myself to sign this Agreement without being forced to do so by anyone.

Signature: _____

Name: _____

Date: _____

Witness: _____

