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CONSENT TO COLLECT AND USE PERSONAL INFORMATION

OPTION #1:

I, _____ hereby give my **consent** to
(print full name of applicant applying for services)
Lutheran Community Care Centre of Thunder Bay* to **collect and use** my personal information for the purpose of confirming eligibility for Ministry funded adult developmental services and supports, determining ongoing support needs, and to navigate and link with adult community services and supports, including Passport, as appropriate.

or OPTION #2:

I, _____ hereby give my **consent** to
(print full name of authorized representative/substitute decision-maker)
Lutheran Community Care Centre of Thunder Bay* to **collect and use** the personal information of _____ for the purpose of confirming
(name of person for whom you are an authorized representative / substitute decision-maker)
eligibility for Ministry funded adult developmental services and supports, determining ongoing support needs, and to navigate and link with adult community services and supports, including Passport, as appropriate.

I understand the purpose for collecting and using my/the named individual’s personal information.

I understand that LCC/DSO NR participates in Ministry-funded data bases and the personal information that is collected in these data bases may be used to link me/the named individual, to services and supports throughout Ontario, as appropriate.

I understand that I can refuse to sign this consent form.

Signature of individual or authorized representative/
substitute decision-maker**

Date

**If signed by an authorized representative/substitute decision-maker, indicate relationship:

Important Information. Please read.

Developmental Services Ontario Northern Region (an application entity) is funded and operated under the **Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008**. Under this Act the Minister of Children, Community and Social Services has certain rights of access to personal information. See the back of this form for more information.

An individual can withdraw their consent at any time by writing to the Privacy Officer of the Lutheran Community Care Centre, subject to legal and contractual restrictions and reasonable notice. The withdrawal of consent, however, shall not have a retroactive effect.

The Lutheran Community Care Centre Privacy Officer is available to provide information on our Privacy Policy and to respond to questions you may have.

* Lutheran Community Care Centre of Thunder Bay is the legal entity that delivers Developmental Services Ontario in the Districts of Kenora, Rainy River, Thunder Bay, Algoma, Manitoulin and Sudbury.

**Services and Supports to Promote the Social Inclusion of Persons with
Developmental Disabilities Act, 2008**

Collection and use of personal information

35. (1) The Minister may collect personal information directly from persons who apply for or receive services and supports from service agencies or direct funding under this Act, or indirectly from others, for purposes relating to the following matters and may use it for those purposes:

- 1. Administering this Act and the regulations.
- 2. Monitoring compliance with this Act, the regulations and the policy directives.
- 3. Reviewing, assessing and updating policy directives.
- 4. Evaluating the performance of service agencies, application entities and funding entities.
- 5. Planning and forecasting the need for services and supports in various geographic areas in the Province and the human and financial resources that will be required to meet changes in those needs.
- 6. Risk management or activities to evaluate the services and supports that are provided under this Act, so as to promote the safety and security of persons with developmental disabilities. 2008, c. 14, s. 35 (1).

Limits on collection and use

(2) The Minister shall not collect or use personal information if other information will serve the purpose of the collection or use. 2008, c. 14, s. 35 (2).

Same

(3) The Minister shall not collect or use more personal information than is reasonably necessary to meet the purpose of the collection or use. 2008, c. 14, s. 35 (3).

Disclosure by application or funding entities

(4) The Minister may require an application entity or a funding entity to disclose to him or her personal information that it collected in the course of its duties under this Act for the purposes described in subsection (1). 2008, c. 14, s. 35 (4).

Definition, personal information

(5) In this section,

“personal information” means personal information within the meaning of the *Freedom of Information and Protection of Privacy Act*. 2008, c. 14, s. 35 (5).

Freedom of Information and Protection of Privacy Act

Definitions

2. (1) In this Act,

“personal information” means recorded information about an identifiable individual, including,

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except where they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and
- (h) the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual; (“renseignements personnels”)

Personal information

(2) Personal information does not include information about an individual who has been dead for more than thirty years. R.S.O. 1990, c. F.31, s. 2 (2).

Business identity information, etc.

(3) Personal information does not include the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity. 2006, c. 34, Sched. C, s. 2.

Same

(4) For greater certainty, subsection (3) applies even if an individual carries out business, professional or official responsibilities from their dwelling and the contact information for the individual relates to that dwelling. 2006, c. 34, Sched. C, s. 2.