



Native People of Thunder Bay Development Corporation

Charitable Organization, Business No. 10776 5075 RR0001

Housing Program: 230 Van Norman Street, Thunder Bay, Ontario, P7A 4B8

Telephone: (807) 343-9401 Fax: (807) 345-1075

CONSENT FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION FOR APPLICANTS AND TENANTS

Privacy of your personal information is an important part of our office providing you with quality housing needs. We understand the importance of protecting your personal information. Native People of Thunder Bay Development Corporation is committed to collecting, using and disclosing your personal information responsibly. We also try to be as open and understandable as possible about the way we handle your personal information. It is important to us to provide this service to our clients.

All Staff and Directors of the Corporation who come in contact with your personal information are aware of the sensitive nature of the information that you have disclosed to us.

Along with consent form, we have outlined what our Corporation is doing to ensure that:

- Only necessary information is collected about you:
- We only share your information with your consent:
- Storage, retention and destruction of your personal information complies with existing legislation and the Corporations privacy protocols:
- Our privacy protocols comply with privacy legislation, and standards regarding the Social Housing Reform Act.

Collection, Use and Disclosure of Your Personal Information

Our Corporation understands the importance of protecting your personal information. To help you understand how we are doing that, Native People of Thunder Bay Development Corporation has outlined here how our office is using and disclosing your information:

- To enable us to contact you.
- To allow us to maintain communication and contact with you to distribute housing information and to book and confirm appointments.
- Considering your application for tenancy and to assess your housing needs
- Verifying the information that you have provided in your application and its attachments relating to the administration and processing of your application for tenancy.
- Calculating your rent.
- To collect unpaid accounts.
- To processing charges and payments regarding your tenancy. Meeting legal and regulatory requirements arising out of or relating to your tenancy.
- For the use of Native People of Thunder Bay Development Corporation's Auditor to verify our financial records.
- For the purpose of contacting necessary services or your next of kin in case of emergency.

- For the use of Federal/Provincial or Municipal agencies for audit purposes.
- To any social agency providing any form of assistance to you, or other government subsidy under *the Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*, or any government department responsible for social housing programs under the *Social Housing Reform Act*, or Native People of Thunder Bay Development Corporations housing portfolio operating agreement.
- To any legal agency, legal representative or Children Aid Agencies that is acting on your behalf regarding tenancy with the Corporation.
- To the Government of Canada, a Department, Ministry or Agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the *Income Tax Act* (Canada) or the *Immigration Act*.
- To any agent working on behalf of Native People of Thunder Bay Development Corporation for the purposes of complying with the Social Housing Reform Act.
- To relevant agencies or next of kin in case of emergency.
- To other Non-Profit housing providers, emergency shelters and agencies that are acting on your behalf in order to secure assisted housing.
- To credit bureaus, other businesses, individuals, financial institutions and non-profit housing agencies who provide credit or rental history information about you.
- To a third party in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of Native People of Thunder Bay Development Corporation.
- To a third party agency or individual, that is assisting you, in connection with medical, or disability needs for assisted housing.

I authorize and agree that Native People of Thunder Bay Development Corporation may collect use and disclose the personal information that has been listed. I understand and acknowledge that, in addition to the foregoing, Native People of Thunder Bay Development Corporation will also collect, use and disclose my personal information as required or permitted by law.

Name

Signature & Date

Name

Signature & Date

Name

Signature & Date