



Native People of Thunder Bay Development Corporation

230 Van Norman St., Thunder Bay, ON. P7A 4B8

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Website: www.nptbdc.org

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

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.

The Corporation takes all necessary steps 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; and
- Our privacy protocols comply with privacy legislation, and standards regarding the Social Housing Reform Act.

Personal Information

For the purposes of this Consent Form, personal information is defined as any factual or subjective information about you, including but not limited to:

- Age and name;
- ID numbers;
- Income;
- Ethnic origin;
- Opinions, evaluations, comments and disciplinary actions made by the Corporation about you; and
- Credit records, loan records, and medical records.

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 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;
- To assist us in considering your application for tenancy and assessing your housing needs;
- To allow us to verify the information that you have provided in your application and its attachments relating to the administration and processing of your application for tenancy;
- To assist in calculating your rent;
- To collect unpaid accounts;
- To processing charges and payments regarding your tenancy, and help us meet legal and regulatory requirements arising out of or relating to your tenancy; and
- For the purpose of contacting necessary services or your next of kin in case of emergency.

Please be advised that we may disclose your personal information to the following agencies, for the purposes stated here:

- To the Native People of Thunder Bay Development Corporations auditor, to verify our financial records;
- To 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 you, 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 that provide credit or rental history information about you;
- To third parties in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of Native People of Thunder Bay Development Corporation; and
- To a third party agency or individual, that is assisting you, in connection with medical, or disability needs for assisted housing.

Consent

I authorize and agree that Native People of Thunder Bay Development Corporation may collect, use and disclose the personal information for the purposes that have been listed above. 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.

Tenant/Applicant Name (PRINT)

Signature

Date

Co-Tenant/Applicant Name (PRINT)

Signature

Date

Witness Name (PRINT)

Signature

Date