

# **Gignul Non-Profit Housing**

## **New Applicants - Consent Form**

*for Collection, Use and Disclosure of Personal Information*

### **What is “Personal Information”?**

**Gignul Non-Profit Housing Corporation** collects personal information about you to assess your application and to support and manage ongoing tenancy. Personal information includes any information, recorded or not, about an individual. This *could* include:

- Names and ages and family status of household members, ID numbers, telephone number, address, household income and assets, residency status.
- Landlord and credit references; and any landlord and tenant disputes, actions or Orders.
- Emergency contact and next of kin.
- Medical conditions that may affect my tenancy or my eligibility for RGI housing.
- Use of community services.

### **Why Are We Collecting Your Personal Information ?**

**Gignul Non-Profit Housing Corporation** will collect, retain and use the personal information provided by you in this form, and its attachments and in any interviews with you and any other information collected in relation to your tenancy for the following purposes:

- Considering your application for tenancy; this includes:
  - *conducting a credit check and landlord check*
  - *determining appropriate unit type and size*
  - *confirming your eligibility for a local priority*
  - *verifying the information that you have provided in your application and its attachments;*
- Deciding if you qualify for subsidy and calculating the subsidy; this could include contacting your sources of income for verification;
- Meeting legal and regulatory requirements arising out of or relating to your tenancy and your housing subsidy and demonstrating compliance with funding requirements;
- For the use of **Gignul Non-Profit Housing’s** auditor to verify our financial records;
- Contacting necessary services or your next-of-kin in case of emergency or for compassionate reasons;
- Determining what kind of support may be valuable to assist you in living successfully in the housing provided by **Gignul Non-Profit Housing**
- Responding to disputes that may arise during your tenancy;
- Providing information to The Ottawa Social Housing Registry to determine eligibility for social housing.

### **Who Can We Exchange/Obtain Personal Information With ?**

**Gignul Non-Profit Housing** will disclose, receive or verify the personal information described above with the following parties for the purposes described above:

- agencies providing any form of assistance, 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 *Gignul Non-Profit’s* housing portfolio operating agreement;
- 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)*;

- any agent working on behalf of **Gignul Non-Profit** for the purposes of complying with the *Social Housing Reform Act*;
- relevant agencies or next of kin in case of emergency;
- Listed reference(s), Previous Landlord(s), Employer(s), Aboriginal Ancestry Verification such as Band Registration, Tribal Council, Metis Local, Local Inuit Hamlet, etc.
- The Ottawa Social Housing Registry;
- credit bureaus and other businesses that provide credit or rental history information about you;
- the auditor of **Gignul Non-Profit Housing**;
- others, such as a member of the medical profession, psychologist, psychiatrist, community support worker, lawyer or education authority,.

**Optional Consent for Other Purposes:**

The information referred to above may also be used or shared for the following purposes with your consent. You can give your consent in future, if the need arises. Or you can consent now by writing your initials by each one. All signers should add their initials here if you give your consent now.

- Providing Landlord Reference Checks to a new landlord when you move out - YES \_\_\_ NO \_\_\_;
- Providing information to Social Service Agencies that could provide support to you - YES \_\_\_NO \_\_\_;
- Referring you to housing support workers in other organizations for eviction prevention advice - YES \_\_\_ NO \_\_\_;
- Advising the appropriate utility companies of your move in and any subsequent move out - YES \_\_\_ NO \_\_\_;

**Consent**

I authorize and agree that **Gignul Non-Profit Housing** may collect, use and disclose my personal information as described above. I understand and acknowledge that, in addition to the foregoing, **Gignul Non-Profit Housing** will also collect, use and disclose my personal information as required or permitted by law.

_____	_____	_____
Signature	Print Name	Date
_____	_____	_____
Signature	Print Name	Date
_____	_____	_____
Signature	Print Name	Date

**To be signed by all household members living in the unit who are sixteen years or older**

*Personal information contained on this form is collected under the authority of Part V s. 66 and under s. 162, 163, 164, and 165 of Ontario's Social Housing Reform Act 2000 and Ontario Regulation 298/01. Collection of this information complies with Ontario's Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c M5) and the federal Personal Information Protection and Electronic Documents Acts (R.S.O. 1990 c F31).*

*The Privacy Officer for Gignul Non Profit Housing is our TENANT RELATIONS OFFICERS – DELORES PELTIER-CORKEY & CHRIS WONG.*

*Complaints or questions about the use of your personal information may be directed to MARC MARACLE, EXECUTIVE DIRECTOR at (613) 232-0016 or in writing to our office: 396 MACLAREN STREET, OTTAWA, ON K2P 0M8.*