

Madawan Management & Development Inc

Applicant - Consent Form

for Collection, Use and Disclosure of Personal Information

What is “Personal Information”?

Madawan Management & Development Inc. collects personal information about you to assess your application and to support and manage your 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 We Are Collecting Your Personal Information ?

Madawan Management & Development Inc. 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:

- Deciding on any request by you for an internal move or on the need for an internal move (if you have more bedrooms than you are eligible for);
- 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 **Madawan Management & Development Inc.’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 **Madawan Management & Development Inc.;**
- 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 ?

Madawan Management & Development Inc. 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 *Housing Services Act*, or *Gignul Non-Profit* 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 **Madawan Management & Development Inc.** for the purposes of complying with the *Housing Services Act*;
- relevant agencies or next of kin in case of emergency;
- The Ottawa Social Housing Registry;
- credit bureaus and other businesses that provide credit or rental history information about you;
- the auditor of **Madawan Management & Development Inc.**;
- 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 ___;
- Providing limited information to tenant leaders or staff of other organizations for planning social activities, tenant participation, education events and programs - YES ___ NO ___.

Consent

I authorize and agree that **Madawan Management & Development Inc.** may collect, use and disclose my personal information as described above. I understand and acknowledge that, in addition to the foregoing, **Madawan Management & Development Inc.** 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 **Housing Services Act 2006** 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 Officers** for **Madawan Management & Development Inc.** are our **Tenant Relations Officers, Delores Peltier-Corkey & Tony Cruickshank**. 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**.*