

Notice of Collection of Personal Information and Consent

The Ministry of Training, Colleges and Universities is providing a financial contribution to CANADORE COLLEGE (the College) to deliver your in-school training as part of your apprenticeship program, collect classroom fees and deliver exemption tests. Under the financial contribution agreement with the Ministry, the College is required to provide interim and final reports which include the names and Apprentice Client ID Number or Apprenticeship Contract Number of the apprentices, course offered, enrolment information, test administration and pass/fail results. In addition, the College is required to give the Ministry and its contractors or auditors access to all of its records if necessary to review, inspect, monitor and audit the College's performance of its obligations under the agreement with the Ministry.

Any personal information collected indirectly from the College will become part of your apprenticeship file and will be used by the Ministry to administer and finance Ontario's apprenticeship system (the "system"). You may be contacted to participate in surveys related to the system. The Ministry may use the services of the Ministry of Government Services for payment and collections matters and may use contractors and auditors to administer and finance the system.

Administration includes assessing and verifying your eligibility for your program; registering you as an apprentice and maintaining your file; providing financial assistance to you and other apprenticeship training delivery providers; processing your fees, issuing receipts and collecting any overpayments; ensuring that you receive appropriate training; evaluating, monitoring and auditing your progress in your training and the activities of your employer, sponsor and training institution; enforcing your agreements with the Ministry and the legislation set out below; enforcing the agreements between the Ministry and your employer, sponsor and training institution; coordination with Canada in accordance with Ontario's obligations under the Labour Market Development Agreement between Canada and Ontario; conducting inspections and investigations; detecting, monitoring and preventing fraud; and conducting policy analysis, evaluation and research related to all aspects of Employment Ontario programs and services, including apprenticeship training.

Financing includes planning, arranging or providing funding of the system.

The Ministry may disclose your personal information to the Ministry of Labour to enforce workplace health and safety.

The Ministry may be required to disclose your personal information to Statistics Canada, under s. 13 of the *Statistics Act*, R. S. 1985, c. S-19, as amended.

The Ministry may disclose your apprenticeship contract or training agreement to any of your employers who need it for purposes of applying the Apprenticeship Training Tax Credit under s. 43.13 of the *Corporations Tax Act*, R.S.O. 1990, c. C.40, as amended.

...Over

By signing below, you give consent to the Ministry to exchange personal information about you with the College and, if necessary, with the other organizations described above.

Your personal information is collected under the authority of the *Apprenticeship and Certification Act, 1998*, S.O. 1998, c. 22/*Trades Qualification and Apprenticeship Act*, R.S.O. 1990, c. T.17, as amended; the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, as amended; in accordance with the Labour Market Development Agreement between Canada and Ontario and ss. 63 and 139 of the *Employment Insurance Act*, S.C. 1996, c.23, as amended, s. 76.29 of the Employment Insurance Regulations, S.O.R./96-332, ss. 10, 34(1) and 36(1) of the *Department of Human Resources and Skills Development Act*, S.C. 2005, c. 34; s. 8 of the *Privacy Act*; and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c. F.12, as amended.

Questions about the collection and use of your personal information to administer and finance the system may be addressed to the Director of Apprenticeship, Ministry of Training, Colleges and Universities, 33 Bloor Street East, 2nd Floor, Toronto, Ontario M7A 2S3.

Name _____ Program _____
(Please Print)

Signature _____ Date _____
(Day Month Year)

For participants under 18 years of age, the parent or guardian must also sign:

Name _____
(Please Print)

Signature _____ Date _____
(Day Month Year)