

Consent to Share Personal Information

CHILD WELFARE RECORD CHECK

KINSHIP / CUSTOMARY CARE / FOSTER

I allow Family & Children's Services of St. Thomas and Elgin to collect my personal information from their Provincial database (please see explanation on reverse): _____ (please print date of birth d/m/y)

I have lived in the following places **outside** of Ontario since I reached the age of 18 years or became a parent, whichever first occurred:

Address, City, Province, Country	Dates (from - to)

and / or

I allow Family & Children's Services of St. Thomas and Elgin to collect the personal information of these people for whom I am the substitute decision-maker *

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____

(please print the name and date of birth of person(s))

LIMITS (if any)

Describe the specific personal information you want shared or any limits on what you do not want shared:

NOTICE (If you agree, please check each box):

- I have a copy of the FACS Notice of Information Practices
- If I have questions about my choices of sharing information, I understand I can ask before I sign this
- I understand that I can choose to sign or not sign this form. If I choose not to, it will be explained to me what it means
- I understand that there are situations where Family & Children's Services of St. Thomas and Elgin does not need my permission to collect, use, or disclose (share) personal information such as when that is necessary to protect children or others and for other reasons allowed by law

(Please, only one form per applicant)

My name: _____

Also known as _____
(past or other names, birth name, married name(s) etc.)

My preferred method of contact if there are questions: _____
(** I understand the limits set out for using email and text and I agree to follow those limits as listed on the reverse)

Signature: _____ Date: _____

My authority if substitute decision-maker* (example – custodial parent): _____

This consent is valid until _____, 20_____

More information is included with this form



Family & Children's Services of **ST.THOMAS** and **ELGIN**

410 Sunset Drive, St. Thomas, ON N5R 3C7 tel: 519-631-1492 fax: 519-631-0596 toll free: 1-800-260-6960 www.casegin.on.ca

PROVINCIAL DATABASE SEARCH:

1) PROVINCIAL FASTTRACK SYSTEM: I understand that the FastTrack Information System (FTIS) is a provincial database that extracts information from all CAS' across Ontario, and includes both open and closed records. In providing consent for a search of my name in FTIS, I am also consenting to the FAMILY & CHILDREN'S SERVICES OF ST. THOMAS AND ELGIN following up with any other CAS to request records about me.

2) CPIN: Is a provincial information management system used by CAS' to store information needed to deliver child protection services under sections 281 and 311 of the *Child, Youth and Family Services Act, 2017*. CPIN contains information about families and children who receive child protection services. It also contains information about caregivers and those who seek to provide care to children in need, such as foster parents, adoptive parents, members of a child's extended family.

In general, CAS' use the information collected to carry out our functions under the *Child, Youth and Family Services Act, 2017* including: Assessing and approving homes for children who are unable to remain with their families. I further understand that all Ontario CAS' access CPIN as their record system. I have been provided with a CPIN Information Notice. I understand that when a CAS utilizes CPIN searches for my record, it will find all records of my involvement with all Ontario CAS' using CPIN. I agree that CPIN can be used to conduct child welfare searches in relation to my application and I consent to having my information placed on CPIN by FAMILY & CHILDREN'S SERVICES OF ST. THOMAS AND ELGIN.

***A substitute decision-maker** is a person authorized under the *Child, Youth and Family Services Act, 2017* to consent, on behalf of an individual, to the collection, use, or disclosure (release) of personal information about the individual or under the *Personal Health Information Protection Act* to consent, on behalf of an individual, to the collection, use, or disclosure (release) of personal health information about the individual.

Personal Information: I understand that my personal information may include my date of birth, contact information, records of meetings with me and/or my family, the services I or my child received, the programs I or my child attended, details of physical and mental health, medical, psychological or psychiatric reports, school information, financial information, employment history, allegations or findings of child maltreatment, court documentation, police interventions, criminal history, my or my child's views or opinions, the views and opinions of others about me or my child and information about my or my child's race, ancestry, place of origin, colour, ethnic origin, citizenship, family diversity, disability, creed, religion, age, sex, sexual orientation, gender identity, gender expression, cultural or linguistic needs, marital or family status.

**** Use of email or text for communication:**

There are some limits on what and when we can email you, which we will explain here:

- Please tell us of any changes to your contact information.
- Email and text should never be used in an emergency or for urgent problems as we do not access email or text messages 24 hours per day 7 days per week.
- Emails and texts should be short. If you have a problem that is complex – please call the office instead.
- Please tell us if there are certain issues or types of information that you don't wish to discuss by email or text.

There are some privacy risks in communicating by email:

- Email may not be secure.
- Administrative staff and people providing coverage for your worker may also read any email you send.
- Emails may be filed on your record.
- Email is easy to forge, easy to forward (sometimes accidentally and to many people), may exist forever.
- We recommend you give us a password protected email address that only you read.
- F&CS is not responsible for information loss due to technical failures.
- F&CS may choose not to deal with you by email if you are not able to follow our email rules.

