

# Consent to Share Personal Information

## GENERAL

I, \_\_\_\_\_ / \_\_\_\_\_ allow Family & Children's Services of St. Thomas and Elgin to collect and share (disclose);  
*(please print your full name) (date of birth d/m/y)*

my personal information

and / or

the personal information of these people for whom I am the substitute decision-maker \*

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

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

with \_\_\_\_\_  
*(please print name and address of the person/organization we can share with)*

### **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 Elgin's 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 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

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**



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### Under Part X of the *Child, Youth, and Family Services Act, 2017 (CYFSA)*

\*Please note: A substitute decision-maker is a person authorized under CYFSA to consent, on behalf of an individual, to the collection, use, or disclosure 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 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.

FEB 25 2020

