VICTORIA PARK MANAGEMENT

My Home, My Family, My Community

Consent Form

for Collection, Use and Disclosure of Personal Information

Market Residents

On January 1, 2004 the *Federal Personal Information Protection and Electronic Documents Act* took effect. This act regulates the collection, use and disclosure of personal information.

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, household composition, residency status, rent payment record, etc;
- opinions, evaluations, comments, or disciplinary actions; and
- existence of a dispute between a landlord and a tenant.

Personal information does not include the name, title, business address or telephone number of an employee of an organization.

Collection and Use of Your Personal Information

Victoria Park Community Homes will collect, retain and use the personal information provided by you in this form and its attachments for the following purposes:

- considering your application for tenancy;
- verifying the information that you have provided in your application and its attachments relating to the administration and processing of your application for tenancy;
- meeting legal and regulatory requirements arising out of or relating to your tenancy;
- for the use of Victoria Park Community Homes auditor to verify our financial records;
- for the purpose of contacting necessary services or your next-of-kin in case of emergency;

Disclosure of Your Personal Information

Victoria Park Community Homes will not disclose the personal information provided by you in this form except to the following parties for the purposes described above:

- to the Government of Canada, a department, ministry or agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the *Income Tax Act* (Canada) or the *Immigration Act*;
- to relevant agencies or next of kin in case of emergency;
- to credit bureaus and other businesses that provide credit or rental history information about you;
- to a third party in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of Victoria Park Community Homes.
- **In the event I place insurance coverage with SoHo Insurance Inc. I consent for SoHo Insurance Inc. and Victoria Park Community Homes to share information pertaining to my insurance particulars as a client of SoHo Insurance Inc. and as a tenant of Victoria Park Community Homes Inc.**

If you do not understand the requirements of this Consent Form, please feel free to contact your Property Manager or seek legal counsel.

Consent

I/We authorize and agree that Victoria Park Community Homes may collect, use and disclose the personal information that I/We have provided in this form as described above. I/We understand and acknowledge that, in addition to the foregoing, Victoria Park Community Homes will also collect, use and disclose my/our personal information as required or permitted by law. This Consent Form will remain on file for the life of your Tenancy Agreement.

Date: _____

Address: _____

_____

_____
Signature

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Signature

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Signature

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Signature

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Signature

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Signature

_____
Signature

To be signed by all leaseholders.

Complaints and inquiries associated with the *Personal Information Protection and Electronic Documents Act* should be directed to the Privacy Officer.