

Policy Number:	PRIV-1-4
Policy Name:	Consent and Notification Standards for Personal and Personal Employee Information
Issued:	09.2021
Revised:	

PREFACE

McMan South Region (referred to as “McMan”) has business, ethical and legal responsibilities to protect all forms of personal and personal employee information in its custody and/or control (see DEFINITION section of Privacy Charter – PRIV-1-0).

The purpose of this policy is to establish general guidelines and responsibilities regarding consent and notification standards for personal and personal employee information. All personal information referred to in this policy applies to both personal and personal employee information.

This document should be read in conjunction with McMan’s Privacy Charter and all of the related policies and procedures referenced therein.

POLICY

Consent Standards

1. An individual gives consent when they make a voluntary and informed agreement with McMan for using and disclosing their personal information for a specific purpose. Refer to Consent Form for Release of Personal Information.
2. McMan will obtain consent from the individual to use or disclose personal information except where authorized or compelled to do so without consent by legislation. If additional consent is required for use and disclosure, consent will be obtained from the individual before the new use or disclosure occurs. An additional consent must be in writing and must specify to whom the personal information may be disclosed and how the personal information may be used beyond the original purpose for which the personal information was collected or compiled.
3. If consent is given in writing, the form must be signed by the person giving consent. Consent may also be given electronically or orally if the Privacy Officer has established a process for accepting electronic or oral consent which meets the requirements of the FOIP Regulation. Privacy Officer approval will be required prior to implementing electronic or oral consent.
4. Where appropriate, a form or other instrument requesting consent should:
 - a. Indicate the original purpose of the collection, as well as the additional purpose(s) for which the information is to be used and for which consent is being provided;
 - b. Indicate that consent is voluntary;

- c. Indicate that consent may be revoked, but identify, where possible, any limitations and any consequences or implications that may result from revocation;
 - d. To the extent possible, identify any consequences that may result from refusal to consent; and
 - e. Indicate the period of time during which the consent remains valid.
5. Only the individual or their authorized representative can provide consent.
6. McMan cannot refuse service to an individual if they refuse to give their consent for the use or disclosure of personal information beyond what is reasonably required to provide the service.
7. An individual may refuse to give their consent for personal information to be used or disclosed in relation to a specific purpose McMan has identified. If an individual places reasonable conditions on their consent, McMan must consider whether there is another way the purpose may be achieved without using or disclosing the information in the proposed manner.
8. An individual may revoke consent at any time by notifying McMan. The form of revocation must match the form used to consent, either written, oral or electronic.

Notification Standards

9. McMan ensures that the individual is properly notified of the purposes for collecting, using or disclosing their personal information before the collection transaction takes place. Notification to the person from whom the information is collected includes:
 - a. The specific purposes for which the information is collected;
 - b. The specific legal authority for the collection of information; and
 - c. The title, business address and telephone number of the McMan official who can answer questions about the collection of personal information.
10. McMan ensures individuals are notified of any surveillance devices in use on the premises for security purposes.
11. McMan notifies individuals using appropriate notices, forms, posters, verbal statements, brochures, or other forms of communication.

APPENDICES

Appendix #TBD - Consent for Release of Personal Information