

Client Notification that Information is being Collected

FOIP Notification

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy ACT* (the “FOIP”) and/or in accordance with any applicable agreements in place. All personal information collected during the registration process, during the course of the client’s stay, and for participation in any programs will be used to provide services and ensure a safe and secure environment of all our clients. It will be treated in accordance with the privacy provision of **Part 2** of the FOIP. Limited information may also be provided to the Minister of Human Services for the purpose of carrying out programs, activities or policies under his administration (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have any questions, contact [{INSERT Agency name and contact information}](#).

Instruction (How this form is to be used):

1. The above FOIP Notification should be **READ** by the Housing Intake workers to each client at the point of intake.
2. The client has to indicate if he/she understands with this FOIP Notification as read to him/her.
3. The Intake workers would then indicate that they have informed the Client on ETO.
4. *Client signatures are not required for FOIP notification. Please ensure that you remove the signature line from this form.*