

Intake Form

Each participant in a service needs to be registered in LaMPSS. The Service Registration Intake Form collects the required personal information to add a person to LaMPSS. It will also collect important pre- and post-intervention information as well as outcome information.

As part of your agreement with government, your organization is required to collect personal information from individuals to verify their eligibility as participants as well as to enable government to understand the effectiveness of the services being delivered.

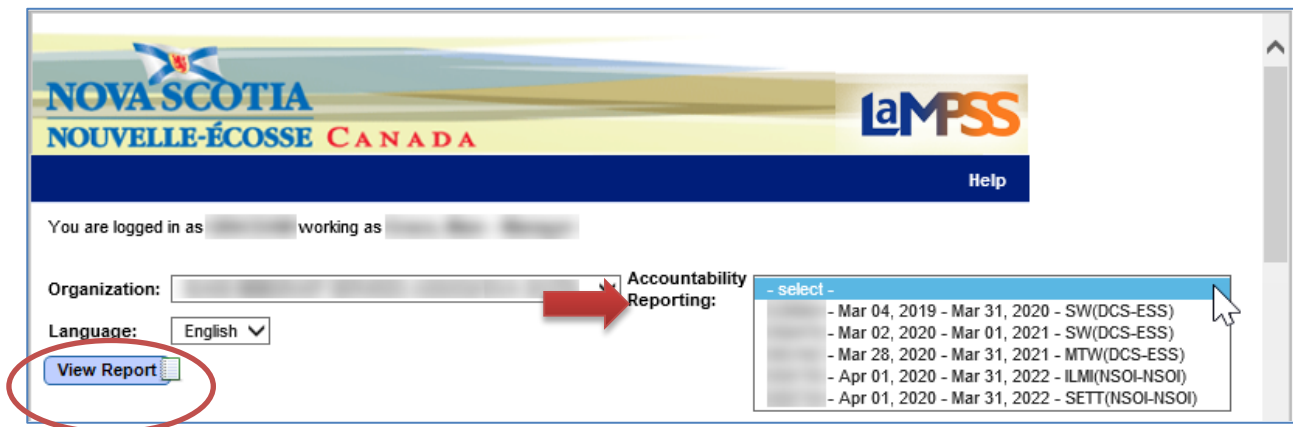
The Service Registration Intake Form can be generated by clicking on the hyperlink in the My Service Registration menu. Once generated, it can be downloaded and printed. This form will need to be signed by each participant in a service.



Your organization must treat all information about participants that is collected or compiled as confidential and ensure that all necessary measures have been taken to protect the information against unauthorized release or disclosure. This includes appropriate care in the use of electronic forms of information record-keeping, information-sharing, and the disposition of computers and similar electronic storage devices when being replaced or no longer used for project purposes.

Generate an Intake Form

The required information for Service Registration may vary across funding programs. To generate a Service Registration Intake Form with the right fields for a specific agreement, you will need to select the agreement in the “Accountability Reporting” drop-down menu within the reporting window. Once selected, click the “View Report” button to generate the form for participants accessing services under that agreement.



Once generated, you can identify different versions of the form using the Program Name and Agreement ID in the page header.

Notice of Collection, Use and Disclosure

The other key purpose of the Service Registration Intake Form is to inform the individual of the purposes for which their information is being collected and of the sharing of that information with the Province.

It also informs clients of their rights under the privacy provisions of the NS Freedom of Information and Protection of Privacy (FOIPOP) Act to correction of, and access to, their personal information.

Sample Collection, Use and Disclosure

A sample of the Collection, Use and Disclosure of Personal Information found at the end of the Service Registration Intake Form is seen below.

If you are not familiar with it, you should review to ensure you understand the language and what service participants will be asked to acknowledge.

COLLECTION, USE, & DISCLOSURE OF PERSONAL INFORMATION

The Nova Scotia Government Labour Market Programs provided by the Departments of Labour and Advanced Education, Community Services, and the Office of Immigration, are bound by the principles and requirements of the Nova Scotia Freedom of Information and Protection of Privacy (FOIPOP) Act. The FOIPOP Act defines the meaning of personal information; in addition to the information defined by the Act, other types of personal information may include: date of birth, Internet Protocol address, e-mail address, or other information collected by our programs or services.

The personal information collected will only be used and disclosed in keeping with the access and privacy provisions of the Nova Scotia FOIPOP Act and the Nova Scotia Personal Information International Disclosure Protection (PIIDPA) Act. Any personal information collected during the course of accessing our programs or using our services is used only for providing you with services; for example, for registration to our programs or for determining your eligibility to services etc.

We do not disclose your personal information to other organizations or individuals except as required to fulfill the purpose(s) of the program or service and only to the extent required or authorized by law.

Some functions within these programs or services are provided by service providers external to the department(s). All external service providers that provide you with services on our behalf must comply with our privacy requirements and must meet the applicable security, privacy and terms of use provisions.

Under the privacy provisions of the FOIPOP Act individuals have the right to correction of, and access to, their personal information. To obtain access or request correction of your personal information please contact the Information Access and Privacy Services unit by email at IAPServices@novascotia.ca or phone (902) 424-2985 or 1-844-424-2985.

I acknowledge that I have read and understand the above information regarding the collection, use, and disclosure of my personal information: