

## **THE COLLECTION, USE, & DISCLOSURE OF PERSONAL INFORMATION**

The Nova Scotia Department of Labour, Skills and Immigration, Workplace Education Initiative (WEI) requires participants of its training programs to provide personal information such as: name, address, date of birth, marital status, dependents, and employment status.

This information is required in order to comply with the Canada-NS Workforce Development Agreement, which is the source of funding for WEI programs. The personal information collected will only be used to evaluate the impact of WEI programs as a workforce development program.

The organization hosting WEI training is required to collect and input your personal information into a secure online system; this information can then be accessed by select, authorized federal and provincial government employees for the purpose of evaluating the outcomes, impact and effectiveness of the program.

The host organization (also known as the “Contract Holder”) and federal and provincial governments are bound by law to keep your information private and confidential and can only use your information for the purpose stated in this notification (i.e. for evaluating the outcomes, impact and effectiveness of the program).

The federal government is subject to the *Privacy Act*, RSC 1985 c P-21, which restricts how the federal government may collect, use and disclose personal information. The *Freedom of Information and Protection of Privacy Act (FOIPOP)*, SNS 1993 c 5 places similar obligations on the provincial government and the host organization. The purpose of these laws is to protect the privacy of individuals with respect to personal information held by a government institution and provide individuals with a right to access that information.

We do not disclose your personal information to other organizations or individuals except as required to fulfill the purpose(s) of the program and only to the extent required or authorized by law. We also require that host organizations comply with our privacy requirements and must meet the applicable security, privacy and terms of use provisions.

If you have any questions about the obligations of the host organization, and/or the federal and provincial governments to keep your personal information private and secure, please contact [workplace.education@novascotia.ca](mailto:workplace.education@novascotia.ca) or ask the host organization for the contact information of the Workplace Education Coordinator overseeing the WEI training program.