

THE COLLECTION, USE, & DISCLOSURE OF PERSONAL INFORMATION

The Nova Scotia Department of Labour, Skills and Immigration, Workplace Innovation & Productivity Skills Incentive (WIPSI), requires participants of its training programs to provide personal information such as: name, address, date of birth, and employment status.

The "Contract Holder" hosting WIPSI training is required to collect and input your personal information into a secure on-line system; this information can then be accessed by select, authorized provincial government employees. The personal information collected will be used solely to evaluate the impact of WIPSI programs as part of our workforce development efforts.

The "Contract Holder" 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 Freedom of Information and Protection of Privacy Act (FOIPOP), SNS 1993 c 5 restricts how the provincial government may collect, use and disclose personal information and places similar obligations 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 provincial government to keep your personal information private and secure, please contact

WIPSI@novascotia.ca.

Program Name:

Instructor Name:

Agreement Number:

Personal Information:

Last name:

First Name:

Middle initial:

Gender:

Male

Female

Other/X

Prefer not to report

Birth date (dd/mm/yyyy):

Phone number:

Email address:

Address:

City:

Province:

Country:

Postal code:

Additional Information:

Designated Group - Aboriginal Identity

Yes

No

Prefer not to report

Designated Group – Immigrant

Yes

No

Prefer not to report

Designated Group - Immigration Year (in what year)

Designated Group - Persons with Disabilities

Yes

No

Prefer not to report

Designated Group - African Nova Scotian

Yes

No

Prefer not to report

Designated Group - Francophone /Acadian

Yes

No

Prefer not to report

Designated Group - Youth

Yes

No

Prefer not to report

Designated Group - Visible Minority

Yes

No

Prefer not to report

Employment Status (Choose One):

Employed

Not employed

Self Employed

Not Reported

Education Level (Choose One):

High School Diploma

University Incomplete

High School Equivalent

University Degree

Trade/Apprenticeship Incomplete

Other

Trade/Apprenticeship Complete

Prefer not to report

Participant's Employer:

Business Sector (NAIC)

Employer Name: