

RED RIVER FLOODWAY EXPANSION PROJECT

Job Referral Service

Job Seeker Notice and Consent

Collection, Use and Disclosure of Personal Information and Personal Health Information

Employment Manitoba, a Branch of Competitiveness, Training and Trade (CTT), and its authorized agents, has partnered with the Manitoba Floodway Authority to deliver a Job Referral Service (JRS) in connection with the Red River Floodway Expansion project. The JRS will match job seekers to job opportunities on this Project.

Please Read: It is the Job Seeker's obligation to review the content of this Notice and Consent form and to advise Employment Manitoba of any questions and/or concerns they may have. Once your registration has been approved, it is understood you have accepted the Terms and Conditions as outlined in this form.

Section 1. Why Personal Information is being Collected

I understand the JRS needs to collect personal information about me which may, and only when necessary, be disclosed to the following entities in order to:

- (a) register me in the JRS database
- (b) match my registration information to job opportunities
- (c) meet internal program monitoring and accountability requirements, as well as for research and evaluation purposes (i.e. statistical reporting)

To	What information may be disclosed and for what purpose
Employment Manitoba	my project specific registration, referral and hiring activity information for program delivery, monitoring and accountability requirements
Manitoba Floodway Authority	my project specific registration, referral and hiring activity information for program delivery, monitoring and accountability requirements
Employers	my name and telephone numbers for interview purposes, and confirmation of my hire
Security Contractor at the project site	my name to gain access to the project site
Authorized Job Seeker Registration Agencies (Job Seeker Managers)	my project specific registration, referral and hiring activity information for program delivery, monitoring and accountability requirements
Apprenticeship Branch	my name, social insurance number and apprenticeship information to verify my apprenticeship level and qualifications

Section 2. Legal Authority for Collection of Personal Information

Purpose of Collection

I understand the personal information that is being collected by Employment Manitoba relates directly to and is necessary for my participation in the JRS and that the personal information is being collected under the authority of Section 36 (1)(b) of *The Freedom of Information and Protection of Privacy Act (FIPPA)*.

Protection

I understand my personal information that is being collected by Employment Manitoba is protected by FIPPA.

Section 3. Personal Information

I agree to provide Employment Manitoba with the following personal information to facilitate my participation in the JRS:

- Full Name, Telephone Number and Address
- Social Insurance Number (S.I.N.)

(continued on next page)

- Employment History or résumé
- Education, Job Skills, Experience and/or Credentials
- Equity Criteria **where I have chosen to completed** the Voluntary Employment Equity Declaration (may contain personal Health information regarding disability)
- Fax Number and E-mail Address (if applicable)

I agree to provide Employment Manitoba with any changes to my personal information as required for continued participation in the JRS.

Section 4. Collection of My Personal Information from Other Parties

I consent to Employment Manitoba collecting personal information from the following parties to facilitate my participation in the JRS:

- Job Seeker Registration Agencies (Job Seeker Managers)

Section 5. Use of My Personal Information

I understand the personal information collected by Employment Manitoba will be used for the purposes described in Section 1 of this document, and I consent to these uses.

I understand that any other use of my personal information by Employment Manitoba must be authorized under FIPPA.

Section 6. Disclosure of My Personal Information

I understand the personal information collected by Employment Manitoba may be disclosed to the parties and for the purposes described in Section 1 of this document.

I understand that any other disclosure of my personal information by Employment Manitoba must be authorized under FIPPA.

Section 7. Consent

I am ready, willing and able to accept employment opportunities that may arise from my registering with Employment Manitoba.

I meet minimum statutory age requirements (16 years of age) for employment on the Red River Floodway Expansion project in accordance with various acts, including *The Employment Standards Code* of Manitoba.

I understand if I knowingly provide incorrect information, it could result in Employment Manitoba withdrawing further job referral services.

I understand if I do not provide my consent to collection, use and disclosure of my information in the manner and for the purposes set out in Section 1 of this form, my registration cannot be processed and no further job referral services from Employment Manitoba can be accessed.

I understand if I wish to withdraw the consents provided in this document, I may do so at any time by contacting Employment Manitoba, however, this will result in Employment Manitoba withdrawing further job referral services.

I authorize Employment Manitoba to collect, use and disclose such personal information about me as may be necessary for the purposes outlined in Section 1. Unless withdrawn, this consent is effective for the duration of the JRS provided by Employment Manitoba for and in respect of the Red River Floodway Expansion project.

Questions or Concerns?

Please contact the Job Referral Service toll free at 1-866-332-5077 between 8:30 a.m. and 4:30 p.m. Monday to Friday, or forward an e-mail to the jobreferralservice@gov.mb.ca.