

# Keeyask

## Job Referral Service



### Job Seeker Notice and Consent

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

Manitoba and its authorized agents, has partnered with Manitoba Hydro to deliver a Job Referral Service (JRS) in connection with the Keeyask 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 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
Manitoba Hydro	my project specific registration, referral and hiring activity information for program delivery, monitoring and accountability requirements
Employers	my name, telephone numbers and other information deemed by Manitoba to be necessary for interview purposes, and confirmation of my hire
Security Contractor at the project site	my name to gain access to the project site
Trade Council/Participating Trade Unions (Referral Agents)	my name to confirm hiring, failed to report and layoff/recall job order activity
Authorized Job Seeker Registration Agencies (Job Seeker Managers)	my project specific registration, referral and hiring activity information for program delivery, monitoring and accountability requirements
Manitoba's Apprenticeship Branch	my name, social insurance number and apprenticeship information to verify my job seeker registration information apprenticeship level and qualifications
Manitoba service partners, bodies or agencies as identified through training and employment initiatives related to Keeyask	information required to increase and support job referrals and successful completion of training and employment initiative

#### **Section 2. Legal Authority for Collection of Personal Information**

##### **Purpose of Collection**

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

(continued on next page)

### **Section 3. Personal Information**

I agree to provide 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.)
- Education, Job Skills, Experience and/or Credentials
- Residency, e.g. Manitoban
- Indigenous Ancestry, Band, Union membership, and Hydro Northern Training and Employment Initiative/Hydro Pre-project Training information and any other training and employment initiatives throughout the life of the project
- Evidence of identity and other documents required by Manitoba to verify job qualification and for preferential hiring consideration

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

- Participating Trade Unions (Referral Agents)
- Job Seeker Registration Agencies (Job Seeker Managers)
- Employers engaged by Manitoba Hydro – Keeyask project
- Other agencies as identified to support training and employment initiative

### **Section 5. Use of My Personal Information**

I understand the personal information collected by 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 Manitoba must be authorized under FIPPA.

### **Section 6. Disclosure of My Personal Information**

I understand the personal information collected by 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 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 Manitoba. I meet minimum statutory age requirements (16 years of age) for employment on most construction projects in accordance with various acts, including *The Employment Standards Code* of Manitoba.

I understand if I knowingly provide incorrect information, it could result in 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 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 Manitoba, however, this will result in Manitoba withdrawing further job referral services. Unless withdrawn, this consent is effective for the duration of the JRS provided by Manitoba for and in respect of the Keeyask Project.

I authorize Manitoba to collect, use and disclose such personal information about me as may be necessary for the purposes outlined in Section 1.

I understand that Manitoba reserves the right, at its sole discretion, to modify these Terms of Use, in whole or in part, at any time. I understand that Manitoba will notify me of any changes to these Terms of Use by posting a notice on the Job Referral Service web site ([www.gov.mb.ca/jrs/](http://www.gov.mb.ca/jrs/)). I will periodically visit this page to review current Terms of Use and I acknowledge that my continued use of this site after any changes are posted means that I accept those changes.

#### **Questions or Concerns?**

Please contact the Job Referral Service at 204-677-6544 or at 1-866-332-5077 (toll free in Manitoba only) between 8:30 a.m. and 4:30 p.m. Monday to Friday, or forward an e-mail to the [jobreferralservice@gov.mb.ca](mailto:jobreferralservice@gov.mb.ca).