

Date:

Name:

Signature:

Witness Name:

Signature:

LOFT Community Services  
15 Toronto St.  
9th Floor  
Toronto, ON M5C 2E3

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F: 416-979-3028

[www.loftcs.org](http://www.loftcs.org)



## Consent

I understand that :

- LOFT may collect, use or disclose personal information with consent only.
- When an individual has special support needs permission may be expressed in writing or verbally.
- Consent may be provided by a designated authorized representative in a situation where the individual may not be able to provide consent.

## Accessing Your Personal Information

In order to access your personal information you must contact your Program Director, put your request in writing and be specific about what you would like to review.

If you believe the information is inaccurate or if you have a complaint about its collection, use, disclosure or storage, you have the right to contact the Information Privacy commissioner of Ontario at 1-800-387-0073.

## Personal Information Policy

At LOFT Community Services our aim is to ensure that all personal information is properly collected and protected.

We use it only for the purposes of providing you housing and support. We dispose of it in a safe and timely manner when it is no longer required.

Personal information is any information that can be used to distinguish or identify you.

## Personal Information Means

This can include:

- your personal address, telephone number or e-mail address
- your financial information
- information relating to your educational, medical, psychiatric, psychological, criminal or employment history;
- any correspondence sent to LOFT Community Services of a private and confidential nature;
- your name if it appears in other confidential information;
- specific facts about you like age, marital status, language;
- your beliefs

## Why do we collect, use, disclose and retain your personal information?

We collect, use, disclose and retain your personal information in order to:

- consider your application;
- verify information on your application;
- approve you for tenancy if applicable;
- calculate your rent if applicable;
- comply with the law and funding requirements;
- contact someone in case of emergency;
- provide you with on-going support services;
- provide you with housing services;
- provide you with member services;
- provide you with information about LOFT Community Services;

We allow you to access your personal information:

- to ensure it is accurate and up-to-date;
- to see how we are using it

## We Safeguard Your Personal Information

- Access to your personal information is restricted to authorized LOFT staff
- We have security procedures to protect electronic or paper records, which include locked files, locked offices, security clearances and passwords.
- When we no longer need it to meet legal, audit or funder requirements, we are careful in how we destroy records of your personal information