

## GENERAL

Ministry employees may be provided access to one or more third party databases for the purpose of verifying information provided by the Ministry of Social Development and Social Innovation (SDSI) applicants or clients. Examples of such databases include, but are not limited to, Personal Property Registry, BC Assessment, Insurance Corporation of BC, Equifax and Canada Revenue Agency.

This agreement is designed to prevent breaches of privacy (unintentional or intentional) from occurring when staff use third party databases to confirm information. A privacy breach is defined as:

*The collection of, use of, disclosure of, access to, disposal of, or storage of personal information, whether accidental or deliberate, that is not authorized by the FOIPP Act.*

A privacy breach occurs when:

- staff view, collect, use or disclose information that relates to a person other than the applicant/client whose eligibility is being determined.
- staff collect, use or disclose information of an SDSI applicant or client but SDSI has not received a valid consent to conduct third party checks from that applicant/client.

This agreement is meant to protect information in third party databases from unauthorized collection, use or disclosure by SD staff. Further, this agreement confirms the strict requirement that personal information be used only for the purpose of confirming the eligibility for income assistance of SDSI applicants or clients who have provided a valid consent.

This agreement does not supersede the Standards of Conduct for Government Employees or the Appropriate Usage Agreement, but rather is intended to provide details relating to the specific systems accessed and data available to staff as they carry out their duties while employed by SDSI.

## AUTHORITY

Personal Information that is necessary for the management of the income assistance programs may be collected, used and disclosed in accordance with the provisions set out in the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act* (Section 10) and the *Freedom of Information and Protection of Privacy Act* Part 3. The completion of the declarations and consent portions of the applications (HR0080 and HR0080A), authorize the ministry to obtain, use or disclose personal information to verify information provided by the applicant or client.

## COMMITMENT

I understand that I have been authorized to access confidential third party databases containing personal information solely in order to enable me to verify information provided by applicants or clients for the purpose of determining eligibility and I agree that:

1. I will not access a third party database without sufficient personal information regarding an applicant or client to correctly identify their personal information in the database(s).
2. I will use the personal information contained in the third party database systems only to confirm information that has been provided by SDSI applicants or clients who have provided a valid consent to determine or confirm their past or ongoing eligibility for assistance.
3. I will not access information for, or about, anyone (including myself, relatives, neighbours, etc.) other than an applicant or client for whom I have a valid consent (verbal, written or electronic) and for whom I am responsible to determine eligibility.
4. I will not make copies, or store personal information obtained from third party databases in any location other than designated Ministry computer systems, databases, or secure physical storage locations.
5. If the personal information I obtain from the third party database system differs from the information provided by the applicant or client, I will contact the applicant or client to discuss the discrepancy.

6. I will only divulge personal information contained in these systems to Authorized Persons and I will not divulge more information than necessary when contacting outside agencies. An "Authorized Person" is a person who, due to their employment status, is authorized to access this information under the authority of the *Freedom of Information and Protection of Privacy Act*.
7. I will treat all applicant and client personal information in a confidential manner in compliance with the *Freedom of Information and Protection of Privacy Act* and in accordance with the terms and conditions of the respective information sharing agreements.
8. I will keep confidential and not disclose my user ID, password or any other secure information and will not allow another person to have access to the above databases through my access authority.
9. I will create unique passwords for my third party database access and will update my passwords frequently.
10. I will lock my workstation whenever I leave it unattended, and log off the system before leaving for an extended period.
11. I understand I am:
  - Accountable for all actions performed by my access authority;
  - Required to comply with the *Freedom of Information and Protection of Privacy Act*;
  - Required to adhere to all SDSI legislation, policies, standards and procedures; and
  - Responsible to advise my direct supervisor without delay, of any circumstances, incidents or events that may impact, or are related to the privacy, or security of the computer system or the data stored on it with the full understanding that these reports are treated in confidence.
12. I understand that any contravention of this Agreement may subject me to disciplinary action and/or termination my access of the systems.
13. Detailed records of the usage of information systems are available to the Ministry of Social Development and Social Innovation. These records are reviewed on a regular basis for possible misuses. I further understand that my usage may be audited without warning and that failure to comply with the above conditions may be cause for disciplinary actions and/or termination of my access to third party database systems.

EMPLOYEE SIGNATURE	EMPLOYEE NAME	DATE SIGNED (YYYY MMM DD)

**Text**

**Quick Reference Guide - Appropriate Search Examples**

[http://www.hsd.gov.bc.ca/olr\\_docs/olr\\_qrg\\_third\\_party\\_check.pdf](http://www.hsd.gov.bc.ca/olr_docs/olr_qrg_third_party_check.pdf)

**Quick Reference Guide - 3<sup>rd</sup> Party Checks**

[http://www.hsd.gov.bc.ca/olr\\_docs/olr\\_qrg\\_appropriate\\_use\\_third\\_party\\_dbs.pdf](http://www.hsd.gov.bc.ca/olr_docs/olr_qrg_appropriate_use_third_party_dbs.pdf)

**OLR:**

[https://gww.eia.gov.bc.ca/intranet/meia/online\\_resource/program\\_administration/foipp/current/](https://gww.eia.gov.bc.ca/intranet/meia/online_resource/program_administration/foipp/current/)  
[https://gww.eia.gov.bc.ca/intranet/meia/online\\_resource/verification\\_and\\_eligibility/verification/current/](https://gww.eia.gov.bc.ca/intranet/meia/online_resource/verification_and_eligibility/verification/current/)  
[https://gww.eia.gov.bc.ca/intranet/meia/online\\_resource/verification\\_and\\_eligibility/verification/current/resources\\_for\\_staff.html#4](https://gww.eia.gov.bc.ca/intranet/meia/online_resource/verification_and_eligibility/verification/current/resources_for_staff.html#4)

**Legislation:**

<http://www.hsd.gov.bc.ca/ministry/leg.htm>  
[http://www.bclaws.ca/Recon/document/freeside/--%20f%20--/freedom%20of%20information%20and%20protection%20of%20privacy%20act%20rsbc%201996%20%20c.%20165/00\\_act/96165\\_00.htm](http://www.bclaws.ca/Recon/document/freeside/--%20f%20--/freedom%20of%20information%20and%20protection%20of%20privacy%20act%20rsbc%201996%20%20c.%20165/00_act/96165_00.htm)