

## How to Use: Personal Information Consent Template

On June 25, 2012 amendments were made to the [FOIPPA Regulation](#), which included changing the requirements when an individual consents to the use of his/her personal information, its disclosure inside or outside Canada and its storage or access outside of Canada. The Legislation, Privacy and Policy Branch has developed an all-purpose consent template which public bodies can use to obtain consent for these actions. Public bodies are not required to use this form and may modify or adapt this form to their particular situation or use a completely different form, as long as all the required elements are included.

The following elements of information are required for a valid consent. Some of these elements are mandatory and some may be omitted where not applicable or practicable:

- A description of the personal information about which the individual is providing consent. Where a person is consenting on another individual's behalf, the name of the individual the information is about should also be included.
- The use or the purpose(s) for the disclosure, storage or access. If there are multiple purposes, or if the purposes for use and disclosure are different, they must all be specified.
- Who will receive, store or access the information.
- Where practicable, the jurisdiction to which the information will be disclosed, in which it will be stored or from which it will be accessed.
- The date the consent expires (where applicable), the date the consent is effective (typically the date on which it is signed) and a signature. An electronic signature is acceptable.

### ***Who can sign the consent form?***

An individual may act on behalf of another only if he/she has legal authority to do so. Proof of this authority is required.

Minors: A guardian may only act on behalf of an incapable minor.

Adults: An individual may only act on behalf of an adult for whom he/she is:

- A committee appointed under the Patients Property Act;
- A person acting under power of attorney;
- A litigation guardian;
- A representative acting under a representation agreement.

Deceased: An individual may only act on behalf of a deceased individual for whom they are authorized to act under section 5(1) of the [FOIPPA Regulation](#).