

How to Use:

Consents and Authorization under the *Freedom of Information and Protection of Privacy Act* For Individuals

What is the purpose of this form?

A public body may only collect, use or disclose personal information for authorized purposes. In addition, there are limitations on storing or allowing access to your personal information outside of Canada. This form is designed to set out the specific cases in which a public body can collect, use, disclose, store or allow access to your personal information with consent and ensures that you are providing your consent in the manner required by the Act.

When can you use this form?

You can use the form in all or some of the following circumstances:

- You can consent to the collection of personal information for the purpose of allowing specific public bodies or federal government institutions
 - to update your contact information,
 - to update your name, if it has changed, and
 - to receive notification of a death, so that benefits or services may be provided or cancelled.
- You can consent to a public body collecting your personal information from a source other than yourself.
- You can consent to a public body using your personal information for a purpose that is different from the original purpose.
- You can consent to a public body disclosing your personal information inside or outside Canada, storing your personal information outside Canada or allowing access to your personal information from outside of Canada.



TIP SHEET

Legislation, Privacy and Policy



This tip sheet has been prepared for general information purposes. It is not a legal document.

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Who may fill out this form?

You may fill out this form on your behalf or you may act on behalf of another person. If you are acting on behalf of another person, you must attach proof of your authority to act on that person's behalf. For more information about what type of proof is required, please contact the public body to which you are submitting the form.

How do you use this form?

Page one of the form asks for information about who you are and is where you provide your name, signature and date indicating your consent.

The rest of the form asks for the details required for your consent in each of the particular circumstances set out above. You only need to fill out the sections that apply. If you are unsure which sections apply, please contact the public body to which you are submitting the form.

If You Have Questions

Please call the Privacy and Access Helpline at 250 356-1851 or send an email to Privacy.Helpline@gov.bc.ca if you have questions about this form.

