



Consent to Disclose Personal Information

Greater Sudbury Housing Corporation staff must receive your consent to share information about you with outside agencies or professionals. This is a time-limited consent form and will expire on **(insert reasonable time it will take to make the referral)**.

I, _____
Print your name

authorize _____
Print name of staff person

to contact _____
Print name of agency or agencies

and disclose

My personal information consisting of:

Describe the personal information to be disclosed

or

The personal information of:

Name of person for whom you are the substitute decision maker *

consisting of

Describe the personal information to be disclosed

to

Name _____

Address: _____

City: _____ PC: _____

I understand the purpose for disclosing this personal information to the person or organization noted above. I understand that I can refuse to sign this consent form or later withdraw my consent and I understand that refusal to sign or the withdrawal of consent could affect the ability of the requesting agency to provide services to me. Collection of this information complies with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, cM5) and the *Federal Personal Information Protection and Electronic Documents Acts* (R.S.O. 1990 cF31), and is used for the sole purpose of administering your tenancy. The privacy officer for GSHC is the General Manager.

Complaints or questions about the use of your personal information may be directed in writing to our office:

Greater Sudbury Housing Corporation
401 – 10 Elm Street
Sudbury, ON P3E 4P6
705.674.8323

Tenant: _____

Address: _____

City: _____ Prov: _____ PC: _____

Phone: _____ Work: _____

Tenant Signature: _____

Witness: _____

GSHC Signature: _____

Witness: _____

Date: _____

***Please note:** A substitute decision-maker is a person authorized on behalf of an individual, to disclose personal information about the individual.

This form must be signed in the presence of all parties.