



361 Montreal Street Kingston, ON K7K 3H4 Tel (613) 544.8939

## Consent and Privacy Information

(Reviewed/Signed Prior to Beginning Application Package)

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### Collection of Information

The *Application for Developmental Services and Supports* and the *Supports Intensity Scale* collect personal information (in accordance with the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act and Regulations) about people applying for developmental services and supports. This information will be used by Developmental Services Ontario agencies to assess individual needs so that we can identify services and supports that might be helpful to you. We can share your information with service providers if you ask us to. We will also share your information with the Ministry of Children, Community and Social Services (MCCSS) to be used for the planning of future services.

### Privacy

All Developmental Services Ontario – South East Region (DSO-SER) employees are required to respect the privacy and confidentiality of any information concerning persons served by the organization.

All employees are required to complete a confidentiality agreement. Employees pledge to maintain professional and ethical standards with respect to observing the strictest confidentiality at all times regarding the information acquired by them through involvement with DSO-SER to the limit of legal requirements.

### Consent

All personal information obtained by an employee of DSO-SER during provision of service shall be treated as confidential. Personal information may be released only with authorized consent. Employees are expected to use discretion in discussing matters related to the organization's activities with individuals outside the organization. Employees not involved with a person served by DSO-SER are not permitted to access information concerning that person unless permission is granted by the Executive Director.

(Reviewed/Revised – November 2019)

Unless otherwise directed, the information collected during the application process will be used by DSO-SER during discussions with MCCSS funded developmental service providers, for the purpose of matching the applicant to available services and supports.

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The policies of Developmental Services Ontario – South East Region regarding the collection of information, privacy, and consent, were explained to me prior to the completion of the Application Package (Application for Developmental Services and Supports and the Supports Intensity Scale).

All questions asked by me regarding these policies were answered by the Assessor to my satisfaction.

I understand that the information collected to support my application for developmental services and supports, will be stored in a province-wide database (DSCIS) that is mandated by the Ministry of Children, Community and Social Services. The information stored in the database is accessible to DSO agencies.

I understand that information collected during the completion of the Application Package may be used by DSO-SER during discussions with MCCSS funded service providers, for matching the applicant to available services and supports.

I understand that I can revoke this consent at any time, in writing to DSO-SER.

I would like my contact information (name & e-mail address) shared with MCCSS funded developmental service agencies in\_\_\_\_\_. This will allow service agencies to share information regarding their organization with me directly.

Yes \_\_\_\_\_  
E-Mail Address

No

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Substitute Decision Maker's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Assessor's Signature)

\_\_\_\_\_  
(Date)