

Housing Division Notice

Date: January 23, 2006

HDN# 2006 - 99

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

√	Federal Non-Profit Housing Program
√	Private Non-Profit Housing Program
√	Co-operative Non-Profit Housing Program
√	Municipal Non-Profit Housing Program (Pre-1986)
√	Local Housing Corporation

Subject: PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA)

Background:

As of January 01, 2004, the federal privacy act, the Personal Information Protection and Electronic Documents Act (PIPEDA) was established and it set out the rules for the collection, use or disclosure of personal information. In addition, The Social Housing Reform Act 2000 has rules for the same personal information collection for Rent-Geared-to-Income recipients and details the individual's right to have access to his or her information. These details are found in Sections 162-166 of the SHRA and O. Reg. 368/01 Sections 21-23.

Housing Providers need to integrate the requirements of PIPEDA into their confidentiality policy and procedures information. Also, each Housing Provider should appoint a Privacy Officer whose job is to ensure that a suitable policy is approved and followed. The Privacy Officer will also handle complaints about privacy issues.

As part of the Housing Division's operational review process, a section dealing with PIPEDA has been added as part of the review. In order to assist Housing Providers in complying with these new requirements we have attached for your information and use the following forms:

- Checklist for PIPEDA and SHRA
- Sample Consent Form
- Sample Privacy Policy

Action:

Housing Providers are to ensure that when dealing with the collection, use and disclosure of personal information must adhere to the requirements of the SHRA and PIPEDA.

Louise Stevens
Director of Municipal Housing

Attachments