

# Rental Application

## Applicant Information

Name:		
Date of birth:	SIN:	Phone:
Current address:		
City:	Prov:	Postal Code:
Own    Rent    (Please circle)	Monthly payment or rent:	How long?
Previous address:		
City:	Prov:	Postal Code:
Owned    Rented    (Please circle)	Monthly payment or rent:	How long?

## Employment Information

Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	Prov:	Postal Code:
Position:	Hourly    Salary    (Please circle)	Annual income:

## Emergency Contact

Name of a person not residing with you:			
Address:			
City:	Prov:	Postal Code:	Phone:
Relationship:			

## Co-applicant Information

Name:		
Date of birth:	SIN:	Phone:
Current address:		
City:	Prov:	Postal Code:
Own    Rent    (Please circle)	Monthly payment or rent:	How long?
Previous address:		
City:	Prov:	Postal Code:
Owned    Rented    (Please circle)	Monthly payment or rent:	How long?

## Co-applicant Employment Information

Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	Prov:	Postal Code:
Position:	Hourly    Salary    (Please circle)	Annual income:

## References

Name:	Address:	Phone:

I authorize the Metis Nation of Ontario to verify information provided on this form as to my credit and employment. I have received and read the MNO Privacy Policy.

Signature of applicant:	Date:
Signature of co-applicant:	Date:



# Privacy Policy

## 1. Objective & Scope of Policy

The Métis Nation of Ontario Housing Branch is committed to respecting your privacy and has prepared this Policy to inform you of our policy and practices concerning the collection, use and disclosure of Personal Information for purposes of this Branch. Housing Branch forms part of the Métis Nation of Ontario Secretariat and is subject to all Policies and Procedures governing the workplace including the Métis Nation of Ontario Privacy Policy available on the website at [www.metisnation.org](http://www.metisnation.org).

This Policy governs Personal Information collected from and about (i) individuals who are or may become Clients under the Métis Nation of Ontario Housing Branch and (ii) individuals or organizations with whom the Métis Nation of Ontario Housing Branch works with.

Using contractual or other arrangements, the Métis Nation of Ontario Housing Branch shall ensure that agents, contractors or third party service providers, who may receive Personal Information in the course of providing services to the Métis Nation of Ontario Housing Branch as part of our delivery of housing policy and Property Management Services, protect that Personal Information in a manner consistent with the principles articulated in this Policy.

This Policy does not cover aggregated data from which the identity of an individual cannot be determined. The Métis Nation of Ontario Housing Branch retains the right to use aggregated data in any way that it determines appropriate.

In the event of questions about: (i) access to your Personal Information; (ii) Métis Nation of Ontario Housing Branch collection, use, management or disclosure of Personal Information; or (iii) this Policy, please contact:

Meghan McCarville, Special Projects Support  
226 S. May Street  
Thunder Bay, ON, P7E 1B4  
1-800-891-5882  
Email: [meghanm@metisnation.org](mailto:meghanm@metisnation.org)

## 2. The Collection, Use & Disclosure of Personal Information

For the purposes of this Policy:

"Client" means an individual who may or has purchased services from the Métis Nation of Ontario Housing Branch or has applied for or become a residential tenant in the Métis Nation of Ontario's Housing portfolio;

"Personal Information" means any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from such information.

Your provision of Personal Information to the Métis Nation of Ontario Housing Branch means that you agree and consent that we may collect, use and disclose your Personal Information in accordance with this Privacy Policy. If you do not agree with these terms, you are requested not to provide any Personal Information to the Métis Nation of Ontario Housing Branch or a Representative working with the Métis Nation of Ontario Housing Branch. Unfortunately, certain services can only be offered if you provide Personal Information and consequently, if you choose not to provide Personal Information, the Métis Nation of Ontario Housing Branch may not be able to offer you those services.

This office only collects personal information necessary to provide effective housing services and/or qualify individuals and families for tenancy required by existing or future housing programs. This information includes but is not limited to, credit/financial information, family composition and family income information. As mutually agreed personal banking information is collected to facilitate direct payment transfer with that information being retained in accordance with the Canadian Payments Association Regulations.

The Métis Nation of Ontario Housing Branch as a contracted provider of services is required by way of information transfer to provide personal information obtained from clients to Provincial Ministries, Federal Housing corporations to ensure program guideline compliance. This personal information is subject to their individual privacy policies.

The Métis Nation of Ontario Housing Branch's use of Personal Information is limited to these purposes. The Métis Nation of Ontario Housing Branch does

not sell, trade, barter or exchange for consideration any Personal Information it has obtained. Unless permitted by law, no personal information is collected about an individual without first obtaining the consent of the individual to the collection, use and dissemination of that information.

Personal Information will be collected, to the extent possible, directly from the individual concerned.

The Métis Nation of Ontario Housing Branch may disclose Personal Information of Clients to organizations that perform services on its behalf. This will only be done if such organizations agree to use such information solely for the purposes of providing services to the Métis Nation of Ontario Housing Branch and, with respect to that information, to act in a manner consistent with this Policy.

Please note that there are circumstances where the use and/or disclosure of Personal Information may be justified or permitted or where the Métis Nation of Ontario Housing Branch is obliged to disclose information without consent: Such circumstances may include:

- where required by law or by order or requirement of a court, administrative agency or other governmental tribunal;
- where the Métis Nation of Ontario Housing Branch believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group;
- where it is necessary to establish or collect monies owing to the Métis Nation of Ontario Housing Branch;
- where it is necessary to permit the Métis Nation of Ontario Housing Branch to pursue available remedies or limit any damages that the Métis Nation of Ontario Housing Branch may sustain; or
- where the information is public

Where obliged or permitted to disclose information without consent, the Métis Nation of Ontario Housing Branch will not disclose more information than is required.

## 3. Accuracy

The Métis Nation of Ontario Housing Branch endeavors to ensure that any Personal Information provided by Clients and its possession is an accurate, current and complete as the necessary for the purpose for which the Métis Nation of Ontario Housing Branch used that data. Information contained in files that have been closed is not actively updated or maintained.

## 4. Retention

The Métis Nation of Ontario Housing Branch retains Personal Information as long as the Métis Nation of Ontario Housing Branch believes it is necessary to fulfill the purpose for which it was collected and Firm legal or business requirements.

## 5. Security

The Métis Nation of Ontario Housing Branch endeavors to maintain adequate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of Personal Information.

The Métis Nation of Ontario Housing Branch further protects Personal Information by restricting access to those Employees and Contractors that the Management of the Métis Nation of Ontario Housing Branch has determined need to know that information in order that the Métis Nation of Ontario Housing Branch may provide services to Clients.

## 6. Access to Personal Information

The Métis Nation of Ontario Housing Branch permits access to and review of Personal Information held by the Métis Nation of Ontario Housing Branch about an individual by the individual concerned.

If an individual believes any Personal Information concerning that individual is not correct, that person may request an amendment of that information by sending a request to the person indicating in [Section 1](#) of this Policy. The Métis Nation of Ontario reserves the right not to change any Personal Information but will append any alternative text the individual concerned believed appropriate. An individual may also request that the Métis Nation of Ontario Housing Branch delete an individual's Personal Information from the Métis Nation of Ontario

Housing Branch system, and records. However, due to constraints of computer technology and the fact that the Métis Nation of Ontario Housing Branch backs up its system, Personal Information may continue to reside in Métis Nation of Ontario Housing Branch systems after deletion. Individuals, therefore, should not expect that their Personal Information would be completely removed from the Métis Nation of Ontario Housing Branch systems in response to an accepted request for deletion.

The Métis Nation of Ontario reserves the right to decline access to Personal Information where the information requested:

- a) Would disclose the Personal Information of another individual or of a deceased individual;
- b) Would disclose business confidential information that may harm the Métis Nation of Ontario Housing Branch or the competitive position of a third party;
- c) Is subject to solicitor-client or litigation privilege;
- d) Could reasonably result in: (I) serious harm to the treatment or recovery of the individual concerned; (II) serious emotional harm to the individual or another individual; or (III) serious bodily harm to another individual;
- e) May harm, or interfere with, law enforcement activities and other investigation or regulatory functions of a body authorized by status to perform such functions;
- f) Is not readily retrievable and the burden or cost of providing would be disproportionate to the nature or value of the information; or
- g) Does not exist, is not held, or cannot be found by the Métis Nation of Ontario Housing Branch

Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

Where information will be disclosed, the Métis Nation of Ontario Housing Branch will endeavor to provide the information in question with a reasonable time and not later than 30 days following the request.

The Métis Nation of Ontario Housing Branch will not respond to repetitious or vexatious requests for access. In determining whether a request is repetitious or vexatious, it will consider such factors as the frequency with which information is amended, the purpose for which the information is used and the nature of the information.

To guard against fraudulent requests for access, the Métis Nation of Ontario will require sufficient information to allow it to confirm the identity of the person making the request before granting access or making corrections.

#### **7. Amendment of Practices and This Policy**

This statement is in effect April 1, 2004, the Métis Nation of Ontario Housing Branch will from time to time review and revise its privacy practices and their policy. In the event of any amendment, an appropriate notice will be communicated to Clients and others in an appropriate manner.