Consent Form for Collecting and Using Client Information

Instructions on completing this form

1. If you are sending this form to us, you may need to include a photocopy of your government-issue photo ID and we may require you to show it to us during a video call or in person.
2. If you are not the client and
    a. MNO has already verified that you are the substitute decision maker – Complete the form as normal and provide your government-issued identification.
    b. MNO has not already verified that you are the substitute decision maker – Contact us as below.
3. Provide the completed form to the MNO staff member providing you service.
4. If you need help completing this form, ask the staff member providing you service or contact:

    Privacy Officer
    #1100 - 66 Slater Street
    Ottawa, ON K1P 5H1
    Email: privacy@metisnation.org
    Phone: 613-798-1488
    Toll-Free: 1-800-263-4889

Since email is not the most secure way of sending information, you can also send information through mail. The response will take a bit longer. If you decide to email us or ask us to email you, you should take steps such as password-protecting your phone and email.

Métis Nation of Ontario

Client information

Pronouns:	
First name:	*Last name:*
Address:	
DOB (mm/dd/yyyy):	*Contact information:*

Person making the request

If you are not the client, provide the following information. You will need to be registered with MNO as the person's substitute decision maker.

Pronouns:	
First name:	*Last name:*
DOB (mm/dd/yyyy):	*Contact information:*

Consent

By signing below, I consent to MNO collecting, using, and disclosing my information with any limitations described below. MNO has explained the reasons to me, provided to me their privacy policy and/or given me a brochure which explains, for the services I am enrolling in, what information will be collected, how my information will be used (for what purposes) and to whom it may be disclosed and for what reasons.

I also understand that MNO may refer me to a new program or service inside or outside of MNO. MNO will ask me before sending my information to other programs or services inside or outside of MNO. If I agree to have my information sent to other programs or services inside or outside MNO, the program or services to which my information is being sent should explain their practices in handling my information, including what information is being collected, for what purposes will my information be used and to whom will it be disclosed.

I understand that, subject to certain limited restrictions at law, I do not need to provide consent and that I can withdraw it at any time. If I do not consent, it may impact my ability to receive the services and that I will be informed of the consequences of my withholding or withdrawing my consent.

Limitations on consent

MNO staff will only have access to your information if they need it to provide you with services or because it is part of their job.

Write in the box below if there are certain people that you feel should not have access to your client information. Can they see some or all your client information or none of it? Also write in the box below if there are other limitations on your consent. Speak with the MNO staff member providing you service or the privacy officer if you have questions about consent.

Permission to leave voicemail

If we are unable to reach you by phone, can we leave a voicemail?

- ☐ Yes, MNO may leave a voicemail.
- ☐ No, do not leave a voicemail.

Provide any other instructions about leaving a voicemail (e.g., not with a person if the phone is answered; only electronic; do not leave my name).

Permission to email or text

I understand that email and text are not considered secure but agree to have MNO email or text me.

☐ Yes, MNO may email at this email:
☐ Yes, MNO may text me at this number:
☐ No, MNO may not email or text me.

Provide any other instructions about emailing or texting.

Signature

Signature:	*Date (mm/dd/yyyy):*
Name:	

For MNO Office use only

Include below any changes in privacy-related consent. Attach an additional page if need be.

Record who provided or withdrew consent (i.e., name of client or substitute decision maker), description of consent that was provided or withdrawn, how information was provided (e.g., brochure, explained), and the date.