

Notice of Collection and Use of Personal Information and Consent

Client ID Number (if any)

Your personal information on this form and in all other communications related to apprenticeship and related programs will be used by the Ministry to administer and finance Ontario's Apprenticeship Training program. The Ministry will collect relevant personal information directly from you and indirectly from your school board, employer, sponsor, training institution, the Ontario College of Trades (the College) and Canada for these purposes and may also disclose your personal information to these organizations. The Ministry may use the services of other Ontario ministries, contractors and auditors to administer and finance Apprenticeship Training. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to Apprenticeship Training.

Administration includes assessing and verifying your eligibility for apprenticeship, including your membership in the College; registering you as an apprentice and maintaining your file; providing financial assistance to you and your training institution; working with you and your employer or sponsor to support your progress and completion of workplace and classroom training; conducting examinations; issuing certificates of apprenticeship; evaluating, monitoring and auditing your progress and the activities of your employer, sponsor and training institution; reporting to Canada about the effectiveness of Apprenticeship Training as required under the Labour Market Agreement (LMA) between Canada and Ontario and the Labour Market Development Agreement (LMDA) between Canada and Ontario; enforcing your agreements with the Ministry and the legislation set out below; enforcing the agreements between the Ministry and your employer, sponsor and training institution; conducting inspections and investigations; detecting, monitoring and preventing fraud; and conducting policy analysis, evaluation and research related to all aspects of Employment Ontario programs and services, including Apprenticeship Training.

Apprenticeship Training is partly funded by Canada under Part II of the Employment Insurance Act (EIA) and under the LMDA and the LMA. Under the LMDA, the Ministry must collect your social insurance number to provide reports to Canada to allow it to monitor and assess the Employment Insurance Program under s. 3 of the EIA.

The Ministry will disclose your personal information, including your contact information and your registered training agreement(s), to the College under s. 80 of the Ontario College of Trades and Apprenticeship Act, 2009 when it is necessary for the College to carry out its responsibilities.

The Ministry may disclose your personal information to the Ministry of Labour under an agreement between the ministries to enforce workplace safety under the Occupational Health and Safety Act.

The Ministry may also disclose personal information about you to any of your employers or sponsors who need your apprenticeship training agreement for purposes of applying for the Apprenticeship Training Tax Credit under s. 89 of the Taxation Act, 2007, S.O. 2007, c. 11, Sched. A; and to Statistics Canada, if required under s. 13 of the Statistics Act, R. S. 1985, c. S-19, as amended.

Your personal information is collected under the authority of the Ontario College of Trades and Apprenticeship Act, 2009 S.O. 2009, c. 22; the LMA, the LMDA, and ss. 3, 63 and 139 of the Employment Insurance Act, S.C. 1996, c. 23, as amended, s. 76.29 of the Employment Insurance Regulations, S.O.R./96-332, ss.10, 34(1) and 36(1) of the Department of Human Resources and Skills Development Act, S.C. 2005, c. 34; s. 8 of the Privacy Act, R.S.C. 1985, c. P-21, as amended; and s. 10.1 of the Financial Administration Act, R.S.O. 1990, c. F. 12, as amended.

Questions about the collection, use and disclosure of your personal information may be addressed to the Manager, Employment Ontario Contact Centre, Ministry of Training, Colleges and Universities, 33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3, toll-free: 1-800-387-5656; Toronto: 416-326-5656; TTY: 1-866-533-6339 or 416-325-4084.

By signing this form, you give consent to the Ministry to collect, use and disclose personal information about you where relevant to the administration and financing of Apprenticeship Training.

Name of Apprentice		
Last name	First name	Middle Initial
Apprentice's Date of Birth (dd/mm/yyyy)	Signature X	Date (dd/mm/yyyy)
Name of Parent/Guardian (if apprentice under 18)		
Last name	First name	Middle Initial
Signature X	Date (dd/mm/yyyy)	