

## COLLECTION, USE, & DISCLOSURE OF PERSONAL INFORMATION

**COLLECTION:** The **Employer Engagement Specialist (EES) Service** is funded by the Nova Scotia Department of Labour and Advanced Education through Labor Market Transfer Agreements (LMTA) issued by the Government of Canada. The personal information and details that you have provided about your business / organization is collected under the authority of the Nova Scotia *Freedom of Information and Protection of Privacy Act* (FOIPOP).

**USE:** The personal information collected will only be used and disclosed in keeping with the access and privacy provisions of FOIPOP and the Nova Scotia *Personal Information International Disclosure Protection Act* (PIIDPA). Uses of the information provided may include verification of service eligibility, the administration of the applicable service, ensuring compliance with funding agreement terms, and to provide statistical information to agencies providing funding support for the services offered.

The information you provide will be used by the Employer Engagement Specialist to provide you with effective interventions (i.e. referrals to programs and services) that will meet your unique needs. Additionally, this information will be used to understand where improvements in services may need to be made, including where there may be a gap in service provision for employers and organizations in your region.

**DISCLOSURE:** Your personal information will not be disclosed to other organizations or individuals except as required to fulfill the purpose(s) of the program or service and only to the extent required or authorized by law.

**ACCESS:** Pursuant to FOIPOP, individuals have the right to protection of, and access to, their personal information. To obtain access to, or request correction of, your personal information collected and used by the Department of Labour and Advanced Education please contact the department's Information Access and Privacy Manager at [IAPServices@novascotia.ca](mailto:IAPServices@novascotia.ca) or phone (902) 424-2985 or 1-844-424-2985.

**I acknowledge that I have read and understand the above information regarding the collection, use, and disclosure of my personal information:**

\_\_\_\_\_  
Client name [print]

\_\_\_\_\_  
Client signature

\_\_\_\_\_  
Date