



Hamilton

INFORMATION REPORT

TO:	Chair and Members General Issues Committee
COMMITTEE DATE:	August 11, 2014
SUBJECT/REPORT NO:	Personal Information Consent Form (LS14031)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Debbie Edwards (905) 546-2424 Ext. 2628
SUBMITTED BY:	Janice Atwood-Petkovski City Solicitor, Legal Services, City Manager's Office
SIGNATURE:	

Council Direction: n/a

Information:

At the November 4, 2013 meeting of the Public Works Committee, Legal Services staff were asked to prepare a consent form for members of Council to use when requesting personal information from the municipality on behalf of individuals. This form will assist in ensuring that the City is compliant with the *Municipal Freedom of Information and Protection of Privacy Act*. When this consent form was initially circulated to members of Council and their offices, a number of questions were raised which resulted in a further review by staff.

The consent form has been revised and is attached as Appendix A. The revised form reflects the feedback provided by the Councillors' offices on the initial form as well as the results of consultation with staff in each of the City Departments.

Key points related to the consent form are:

- to be used in situations where personal information of the individual is being requested regarding a particular matter such as issues with Ontario Works, utility and tax arrears accounts;
- not required for routine requests by individuals for information where no personal information is being requested (e.g. late garbage pickup, construction inquiries, by-law related complaints)
- can be signed by the individual either in person, by fax or by email;

- can be signed on behalf of the individual by a Councillor and/or their staff where the individual's consent is being provided by telephone;
- not required if the individual provides their consent directly to the City staff person responding to the request;
- includes the individual's contact information so they may be contacted by City staff if further information is necessary;
- withdrawal of the individual's consent can occur by the individual either contacting the Councillor and/or their staff or by communicating with the City staff person responding to the request;
- can be used for all requests related to the same matter.

Legal Services and City Clerk's staff will arrange for information sessions for members of Council and their staff to assist with any further questions that there may be about the consent form and its use.

Attachment:

Appendix A – Personal Information Consent Form