

Privacy Notice Statements

Privacy Notice Statement for courses, programs development, conferences and events registrations to the Canada School of Public Service (CSPS)

The web site of the Canada School of Public Service for courses, programs development, conferences and events registrations collects your personal information under the authority of sections 4 and 5 of the *Canada School of Public Service Act*. Your personal information will only be used and disclosed in accordance with the federal *Privacy Act*.

In order to register for a product or a service, we require certain personal information from you. The information relates to the product or service you are registering to and how you are paying for it. This Statement explains the purposes, use and disclosure of your personal information.

A small "need to know" group at CSPS will only use or have access to your purchasing information for the following purposes: determine eligibility for the product or service (valid Interdepartmental Settlement (FIS) or credit card charge); provide a financial accountability trail for CSPS and the person or institution paying the fee; update your personal learning records; generate internal reports for control and statistical information; report to your organization as per the section 6.3 of the *Policy on Learning, Training, and Development*.

CSPS may disclose two types of information at the personal level:

- financial information: CSPS may disclose to the person or institution paying your fee sufficient information to process the payment and verify the charge. This information may include certain information (your name, addresses (work and e-mail) and telephone/fax contact numbers) from your profile and the name of the subscribed product or service.
- for required training, reports to your substantive organization (including your Name, your Personal Identification Number or Service Number or Regimental Number or Individual Agency Number, Group and Level, City, Province, Appointment date, Course Code and Completion date)

CSPS will not disclose any other information at the individual level unless you specifically request or directly consent to this disclosure. CSPS may report to Central Agencies aggregate numbers for statistical purposes in a way that does not allow individual identification.

You have the right to access in any time, your personal information and to update your profile. When you attend course programs development, conferences or events, the activity automatically become part of your Personal Learning File.

The personal information collected under CSPS will be retained for a period of ten years.

If you choose to proceed, you will need to have the following documents /information handy:

- Personal Record Identifier (PRI) or for Military Personnel (your Service Number) or for RCMP Members (your Regimental Number) or for federal government institution (your Individual Agency Number) or for other learners (your employee number)
- for organizations using the Interdepartmental Settlement (IS) : the Department Number, the IS Organizational Code and the IS Reference Code; or
- for other organizations payment by credit card: the name of the credit card holder, the credit card number and expiry date. Credit card payments are processed through a government-approved third party at its secure Web site.

Canada School of Public Service Act (Section 4 and 5)
<http://laws.justice.gc.ca/en/C-10.13/224145.html>

Privacy Act
<http://laws.justice.gc.ca/en/P-21/index.html>

Policy on Learning, Training and Development (Section 6.3)
http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TB_856/ltd-afp01_e.asp

Interdepartmental Settlement (IS) -
http://publiservice.pwgsc.gc.ca/cars-sccr/is/pdf/is_coordinator_list.pdf



REGISTRATION FORM

Please complete the following and fax to (819) 953-7953. Your registration will not be processed if:

- you have disagreed to the Privacy Notice Statements
- mandatory fields (Identified by *) for course/event, participant and payment information are incomplete.

Online registration is available on our web site www.mySCHOOL-monECOLE.gc.ca

By notching "I agree", you are confirming that you have accessed the Privacy Notice Statement and are ready to provide your personal information in accordance with it.

I agree I disagree

Please note that if you disagree with this statement of confidentiality, your registration will not be processed.

Course/Event Information

Course / Event Code	Course / Event*		
Date*	From -To (YYYY-MM-DD)	Location*	Language*
	:		English <input type="checkbox"/> French <input type="checkbox"/> Bilingual <input type="checkbox"/>
			Cost

Participant Information

Surname*	Given Name & Initial(s)*	PRI (8 characters)* Or for RCMP Members (your Regimental Number) or for federal government institution (your Individual Agency Number) or for other learners (your employee number)
Title / Section / Division / Branch		Work Phone Number* () _____ - _____ Ext _____
Department / Agency*		Work Fax Number () _____ - _____
Full Street Address (please no P.O. Box)*		Classification*
..... Postal Code*		Gender (For Statistical Purposes) Male <input type="checkbox"/> Female <input type="checkbox"/>
E-mail Address at Work*		Language of correspondence French <input type="checkbox"/> English <input type="checkbox"/>

Organizations using the Interdepartmental Settlement (IS)

Interdepartmental settlement is required by all departments as of April 1, 2001, in order to invoice. Please contact your financial officer to obtain the necessary coding. Note that your registration request will not be processed if the following financial information is not provided. Payment by credit card is available, for non-government organizations only, on our web site.

Department No*	IS Organization Code*	IS Reference Code*
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Notice: This official application authorizes the School to collect all related fees for the requested service. The participant is responsible for obtaining any required approval within his/her department or agency.

Participant Signature*	Date
Special Requirements - Please indicate if you have any particular needs for physical access, special facilities, food allergies or other details that we may accommodate in advance.	For Information Registrar's Office Canada School of Public Service Telephone: 1-866-703-9598 (Toll free) Telephone: (819) 953-5400 (NCR) Fax: (819) 953-7953 E-mail: info@cspcs-efpc.gc.ca http://www.mySCHOOL-monECOLE.gc.ca