**Employee Consent Form**

**Introduction**

This consent form is provided in accordance with Quebec's Act Respecting the Protection of Personal Information in the Private Sector (Law 25). It outlines how your employer, [Company Name], collects, uses, and discloses your personal information.

**Purpose of Collecting Personal Information**

Your employer collects your personal information for various legitimate business purposes related to your employment, including:

* **Recruitment and selection:** Evaluating your qualifications for employment opportunities.
* **Payroll and benefits administration:** Processing your salary, deductions, and benefits.
* **Job performance management:** Conducting performance reviews, training, and development.
* **Health and safety:** Ensuring a safe work environment and complying with health and safety regulations.
* **Communication:** Sharing important company and individual information, policies, and announcements.
* **Legal and regulatory compliance:** Meeting legal and regulatory requirements related to employment.
* **Financing:** Obtaining funds from private and governmental organizations
* **Training:** Sharing information with partners, consultants

**Types of Personal Information Collected**

The types of personal information collected may include (but are not limited to):

* **Identification information:** Name, address, phone number, email address, social insurance number (SIN)
* **Employment information:** Job title, salary, employment history, performance evaluations, training records, Curriculum vitae
* **Benefit information:** Health insurance details, pension plan information
* **Dependant information:** If applicable, names and dates of birth of dependents
* **Health and Safety information:** Organizational health and safety programs, accident and H&S reports and requests, medical information disclosure
* **Photos and Videos**

**Consent**

By signing this form, you consent to your employer collecting, using, and disclosing your personal information for the purposes outlined above. You understand that you have the right to withdraw your consent at any time, subject to reasonable notice and legal or contractual obligations.

**Retention and Disposal of Personal Information**

Your employer will retain your personal information for as long as it is required for the purposes outlined above, or as mandated by law. Once your personal information is no longer required, it will be disposed of securely in accordance with Law 25.

**Access to Your Personal Information**

You have the right to access your personal information held by your employer. You can also request corrections to any inaccurate or incomplete information. Please submit any access or correction requests to the company's Privacy Officer (contact information below).

**Questions and Concerns**

If you have any questions or concerns about your personal information or this consent form, please contact the company's Privacy Officer:

**Name:** [Privacy Officer Name] **Email:** [Privacy Officer Email Address] **Phone:** [Privacy Officer Phone Number]

**Consent**

By signing below, you acknowledge that you have read and understood this consent form and agree to the collection, use and disclosure of your personal information as described above.

**Signature:**

**Date: Location:**