

CHF BC Sample – Personal Information Protection Statement (example)

(remove header when adapting for use)

[Full name of housing co-op or letterhead]

Personal information protection statement (example)

[All applicants sign this at the same time as their application form]

I agree that [insert housing co-op name] may collect and keep the following information about me:

1. Financial information to set initial housing charges based on household income. If I do not qualify for subsidy, the co-op will destroy this information one year after making that decision.
2. Financial information yearly to set housing charges based on household income
3. Eligibility information to qualify for the supplementary Home Owner Grant.
4. Co-op census information, including a record of all residents in each unit for security.
5. [relationship of co-applicant to applicant, dates of birth of applicant and all future occupants – *if this is required to establish the size of unit to which my household is entitled, based on co-op occupancy standards, or to establish subsidy and housing charges.*]
6. Date of birth for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau.
7. Whether I meet the age requirements for membership [16, 17, 18 or 19] as set out in the co-op's Rules

I agree that this personal information may be made available to people in the following positions, if the information is needed for their duties:

1. Co-op auditor
2. Employees of the Agency for Co-operative Housing or CMHC (Canada Mortgage and Housing Corporation)
3. Municipal employees dealing with the Home Owner Grant (for grant application)
4. Co-op lawyer

5. Security committee (for co-op census information)
6. Co-op staff or management
7. Designated staff [or committee member(s) – give the position of the committee member(s), or committees, or directors or officers] who have designated official duties for:
 - applications for membership: _____
 - income review and setting housing charges: _____
 - applications for the Home Owner Grant: _____
 - collecting signatures for the Home Owner Grant: _____
 - collecting co-op census information: _____
 - credit checks: _____
 - landlord and other reference checks: _____
 - maintaining secure filing and storage of personal information (both hard copy and computer): _____
8. Board of directors only if it is in connection with the Board’s official duties
9. Credit check agency (for credit check only when you first applied for membership)
10. General meeting only if it is relevant to an appeal I make of a board decision.
11. [Add any other positions as needed]

I understand that [insert name of housing co-operative] will use the information to:

1. Contact me about this application
2. Determine my eligibility for housing and membership in the Co-op
3. [Establish the size of unit for my household, based on co-op occupancy standards]

4. Decide if I qualify for subsidy and to calculate the subsidy and housing charges yearly
5. Determine eligibility for supplementary Home Owner Grant
6. Ensure safe evacuation of all household members in case of emergency [*and for security purposes especially in areas of high crime rates*]
7. Conduct a credit check before accepting my application
8. Comply with the co-op's operating agreement or program rules with CMHC (Canada Mortgage and Housing Corporation)
9. Decide on any request for an internal move
10. [*Add any other purposes as needed*]

I understand that the co-op will destroy personal information that it no longer needs:

- One year after a decision was made for credit checks and for any information on inactive applicants.
- Seven years for financial information on members.

I have read and received a copy of this statement.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

[All members of the household 16 years of age and older [based on your co-op Rules regarding age of membership and subsidy requirement this may be higher] must sign this statement.]