



Privacy Consent For Persons With a Priority Entitlement

Make sure you're using the [latest version](#) of this form and:

- open and complete it in **Adobe Acrobat Reader or Pro** for desktop (not Foxit PDF)
- sign using **Entrust** (not Acrobat Fill & Sign tool)

Privacy Notice Statement

The personal information is collected for the purpose of administering your priority entitlement, using the Public Service Commission's (PSC) Priority Information Management System (PIMS). Your entitlement stems from sections 11, 39.1, and 40 to 43 of the *Public Service Employment Act* (PSEA), sections 3 to 12 of the *Public Service Employment Regulations* (PSER), and is administered in accordance with the *Privacy Act*.

The information you provide will be used by the PSC and other federal government organizations subject to the PSEA to determine your eligibility for a priority appointment. For more information on priority entitlements, please consult the PSC's [Guide on Priority Entitlements](#).

Using PIMS, human resources staff in federal government organizations are able to register persons with a priority entitlement (PPEs), view their résumés, send their assessment results to the PSC, obtain a list of their own PPEs and generate statistical reports to help manage their priority entitlements responsibilities. Access to PIMS is limited to PSC staff responsible for priority entitlements and human resources advisors in other federal government organizations subject to the PSEA. Access is password-protected and administered by the PSC.

In order to increase your access to job opportunities, the PSC could also share your personal information, in accordance with the *Privacy Act*, with any portion of the federal public administration not required to consider PPEs.

If you accept an indeterminate (permanent) position in the [public service](#) (definition under 2(1) of the PSEA), it could end your priority entitlement. Before accepting a job opportunity, please contact your home organization and/or the [PSC](#) to clarify whether or not a proposed appointment would end your priority entitlement.

Information from PIMS may be used to generate depersonalized reports for submission to the Treasury Board of Canada Secretariat (TBS), departments/agencies, bargaining agents and PSC management for monitoring and statistical purposes.

Personal information may also be used by the PSC for non-administrative purposes in accordance with paragraph 8(2) (a) of the *Privacy Act* for the following activities: studies, evaluations, analytical activities, audits, research, reporting, and statistical analysis.

Registration in PIMS is voluntary and you may, without prejudice, refuse. If you do not consent to the sharing of your personal information, the PSC will not be able to identify possible job opportunities for you.

In accordance with the provisions of the *Privacy Act*, the personal information collected in PIMS is described in the PSC Personal Information Bank (PIB) entitled "Statutory and Regulatory Priorities," Bank Number: PSC PCE 801. Any enhancements brought to PIMS are reflected in the PIB. The full text of this PIB is published in the PSC's chapter of the TBS [Info Source](#) publication.

In accordance with the *Privacy Act*, you have the right to access your own personal information and request corrections to it. This includes information contained in PIMS. For more information, please contact the PSC's Access to Information and Privacy Coordinator at the following address:

Public Service Commission of Canada

Access to Information and Privacy Directorate
22 Eddy Street
Gatineau, Quebec K1A 0M7

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the PSC's handling of your personal information. For more information on privacy issues and the *Privacy Act* in general, consult the Privacy Commissioner at 1-800-282-1376.

Authorization

By signing this form, I confirm having read and understood this Privacy Notice Statement, and I hereby authorize the PSC to use and disclose any personal information I submit for the purpose related to administering my priority entitlement. For more information, please refer to the PSC website via the [Priority Portal User Manual: Persons with a priority entitlement](#).

Person with a Priority Entitlement		Organizational Human Resources Representative	
Full name		Full name	
Person with a Priority Entitlement Signature	Date (YYYY/MM/DD)	HR Representative Signature	Date (YYYY/MM/DD)

(Sign with Entrust if possible. Right-click to clear your signature. If you do not have Entrust, use Adobe's Fill & Sign.)