

Niijaansinaanik Child and Family Services is licensed by the Ministry of Children and Community Social Services to approve Alternative Care Homes.

This notice of information practice describes how Niijaansinaanik Child and Family Services Alternative Care Department, collects, uses, discloses and retains your personal information.

Our records include personal information collected to provide services to you including: your date of birth, contact information, records of meetings with you and/or your family, the services you received, the programs you attended, details of your physical and mental health, medical, psychological or psychiatric reports, school information, financial information, employment history, allegations or finding of child maltreatment, court documentation, police interventions, criminal history, your views or opinions, the views and opinions of others about you and information about your race, ancestry, place of origin, ethnic origin, citizenship, family diversity, disability, creed, religion, age, sex, sexual orientation, gender identity, gender expression, cultural or linguistic needs, and marital or family status.

We collect, use and share personal information to:

- Assess and approve homes and Alternative Caregivers for children who cannot remain with their families; and collect information regarding children who reside in Alternative Care Homes. We collect most of this information directly from those individuals.
- Plan and manage services;
- Seek consent (or consent of a substitute decision-maker) where appropriate;
- Receive payment or process, monitor, verify or reimburse claims for payment related to our mandate;
- Provide prevention services or cultural services;
- Conduct risk management, error management and quality improvement activities;
- Conduct service recipient surveying;
- Respond to or initiate legal proceedings;
- Compile statistics;
- Report to the government as required by law;
- Comply with legal and regulatory requirements; and
- Fulfill other purposes permitted or required by law.

YOUR CONSENT

In some situations, you have the right to make your own information privacy decisions. When we require and ask for your permission, you may choose to say no. If you say yes, you may change your mind at any time. In situations when you have a right to make your own information privacy decisions, you may make your decisions if you are capable. You may be capable of making some information privacy decisions and not others. If you are not capable – you will have a substitute decision-maker who will make your information decisions for you. The rules about who can act as a **substitute decision-maker** and what they have to do is also set out in law.

For children, there is no legal age when you become able to make your own decisions about your personal information. If you are capable, you can make your own decisions. However, if you are under the age of 16, there are some additional rules to know.

- If you are not capable, your parent (s) or other official guardian will make decisions for you as your substitute decision-maker.
- If you are capable, your parent(s) or guardian will also be allowed to make some decision about your personal information service records. They will not be able to make decisions about any records regarding treatment or counselling to which you alone consented.

SAFEGUARDS

Your personal information must be kept private and secure. The Alternative Care Department is bound by confidentiality. We protect your information from loss or theft and ensure no one looks at your information or does something with it if they are not involved in providing services to you or allowed as part of their job. If there is a privacy breach, we will tell you (and we are required by law to tell you) and we will share with you what has been done to address the privacy breach.

INFORMATION OR COMPLAINTS

If you are an Alternative Caregiver, we invite you to contact us with any inquiries, or to make a formal complaint to privacyservices@nijcfs.com.

If after contacting us, you feel that your concerns have not been addressed to your satisfaction, you have the right to complain to the Information and Privacy Commissioner of Ontario. The Information and Privacy Commissioner of Ontario is responsible for making sure that privacy laws are followed in Ontario.

The Commissioner can be reached at:

Information and Privacy Commissioner of Ontario
2 Bloor Street East, Suite 1400 Toronto, Ontario M4W 1A8
Phone: 416-326-3333 or 1-800-387-0073
TDD/TTY: 416-325-7539
Email: info@ipc.on.ca
Website: www.ipc.on.ca