

## **Privacy Consent Form for Priority Persons**

### **SUBJECT: Web-based System for the Administration of Priority Entitlements**

This is to inform you that the Public Service Commission (PSC) uses a Web-based system, the Priority Information Management System (PIMS), to administer priority entitlements.

PIMS is used to ensure that entitlements to a priority in appointment, as mandated by the *Public Service Employment Act* (PSEA) and *Public Service Employment Regulations* (PSER), are valid and that they are applied. With PIMS the PSC is able to fulfill its role in the area of priority entitlements more efficiently and effectively while providing a tool for departments and agencies to register, search for, and refer priorities themselves. Using PIMS, HR staff in other federal government departments are able to view priority people's resumes, send referral results to the PSC, get a list of their own priority persons, and generate statistical reports to help manage their priority administration responsibilities, as well as registering priority persons and conducting priority inventory searches.

HR Advisors in other federal government departments have direct access to PIMS from their own departments to facilitate the priority administration process. This access is limited to PSC Priority Administration Group staff and HR Advisors in other federal departments. Access is password protected and administered by PWGSC, Publiservice.

In order to register you in Priority Information Management System (PIMS), we require certain personal information from you. This includes resumes and contact information.

The information you provide as a priority employee is collected by the Public Service Commission for the purpose of administering your priority entitlements and for statistical purposes. The information you provide will be used by the Public Service Commission (PSC) and federal government departments to determine suitability for priority appointments.

This information is collected under the authority of the PSEA, sections 40 and 41, and the PSER, sections 5-10. Your personal information will be protected under the provisions of the *Privacy Act* and will be stored in Personal Information Bank PSC SPB 033. Information may be accessible or protected as required under the provisions of the *Access to Information Act*.

Your information will be safe in PIMS, and by including your information in PIMS you will maximise your potential to find a position resulting from your priority entitlements. Consent to have your information entered into PIMS is voluntary and you may, without prejudice, request that your information not be entered into PIMS. It should be noted, however, that such action will make administering your priority difficult, as the PSC has no other automated means to match priority people to positions for which they may be qualified.

You will continue to have a priority entitlement, even if you do not consent to having your personal information entered into PIMS. Given the volume of positions which are staffed annually and the large number of people with priority entitlements, however, the PSC does not have an effective means to manually match priority people with positions for which they may be qualified. The onus would, therefore, be on you to monitor vacancies and personally contact departments if you believe yourself qualified.

**Privacy Consent Statement:**

I hereby authorize the Public Service Commission to collect and share the information contained in this form with human resources advisors and assistants in other federal departments who have HR Administration rights on Publiservice for the purpose of administering my priority entitlement.

Priority Person:

Name:	Date :
Signed: _____	

Departmental Human Resources Representative:

Name:	Date :
Signed: _____	