

Subject: New Consent to Release Information Form

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BACKGROUND:

The Income Support program adheres to the *Freedom of Information and Protection of Privacy Act* (FOIP Act) when collecting and/or disclosing the personal information of applicants and clients.

As part of the Red Tape Reduction initiative, the department has consolidated various ministry forms for obtaining an individual's consent to disclose information under FOIP, into a single multi-use form across programs in order to streamline efficiencies.

The new **Consent to Release Information (AAS13391)** form replaces the **EMP3281 Consent for the Disclosure of Personal Information**, which has been removed, and policy has been updated. This form is completed and signed by an applicant/client when providing consent for Income Support to share their personal information with a third party.

Policy has also been updated to reflect current contact information for Privacy Services and FOIP Operations offices (formerly the Information and Privacy Office). These government branches provide support to Income Support staff to ensure the handling of FOIP information requests comply with guidelines in the FOIP Act and associated regulations.

Lastly, additional procedures have been added to Income Support policy, to clarify staff responsibilities when dealing with a FOIP breach.

INTENT:

To ensure staff are aware of the new **Consent to Release Information (AAS13391)** form, updated contact information for Privacy Services and FOIP Operations offices, and procedures for managing FOIP breaches.

POLICY:

The following policies have been updated:

[Access to Information and Protection of Privacy](#)
[File Creation and Structure](#)