

## Privacy Notice Statements

### Privacy Notice Statement for courses, programs development, conferences and events registrations to the Canada School of Public Service (CSPS)

The Canada School of Public Service for courses, programs development, conferences and events registrations collects your personal information under the authority of sections 4 and 5 of the Canada School of Public Service Act. Your personal information will only be used and disclosed in accordance with the federal Privacy Act.

A small "need to know" group at CSPS will only use or have access to your information for the following purposes: update your personal learning records; generate internal reports for control and statistical information; and report to your organization as per the section 6.3 of the Policy on Learning, Training, and Development.

CSPS may disclose this type of information at the personal level:

- ✓ for required training, reports to your substantive organization (including your Name, your Personal Identification Number or Service Number or Regimental Number or Individual Agency Number, Group and Level, City, Province, Appointment date, Course Code and Completion date)

CSPS will not disclose any other information at the individual level unless you specifically request or directly consent to this disclosure. CSPS may report to Central Agencies aggregate numbers for statistical purposes in a way that does not allow individual identification.

You have the right to access in any time, your personal information and to update your profile. When you attend course programs development, conferences or events, the activity automatically become part of your Personal Learning File.

The personal information collected under CSPS will be retained for a period of ten years.

If you choose to proceed, you will need to have the following documents /information handy:

- ✓ Personal Record Identifier (PRI), for Military Personnel (your Service Number), for RCMP Members (your Regimental Number), for federal government institution (your Individual Agency Number) or for other learners (your employee number)

Canada School of Public Service Act (Section 4 and 5)

<https://lois-laws.justice.gc.ca/eng/acts/C-10.13/FullText.html>

Privacy Act

<https://laws-lois.justice.gc.ca/ENG/ACTS/P-21/index.html>

Policy on Learning, Training and Development (Section 6.3)

<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12405>



# REGISTRATION FORM

Please complete the form and submit it by fax to 1-866-944-0454 or by Email at [csps.registrar-registraire.efpc@canada.ca](mailto:csps.registrar-registraire.efpc@canada.ca)

Please note:

-you may leave the course/event information section blank if you are simply requesting a profile creation

I have read the School's Privacy Notice and am ready to provide my personal information in accordance with it.

Please note that if this box is not checked, your registration will not be processed.

## Course/Event Information

Course / Event Code		Course / Event*		
Date*	From -To (YYYY-MM-DD) ..... .....	Location*	Language* English <input type="checkbox"/> French <input type="checkbox"/> Bilingual <input type="checkbox"/>	Cost

## Participant Information

Surname*	Given Name & Initial(s)*	PRI (8 characters)* Or for RCMP Members (your Regimental Number) or for federal government institution (your Individual Agency Number) or for other learners (your employee number)
Title / Section / Division / Branch ..... ..... ..... .....		Work Phone Number* ( ) _____ - _____ Ext _____ Work Fax Number ( ) _____ - _____
Department / Agency*	Classification*	
Full Street Address (please no P.O. Box)* ..... .....	Language of correspondence French <input type="checkbox"/> English <input type="checkbox"/>	
E-mail Address at Work*		

**Notice:** The participant is responsible for obtaining any required approval within his/her department or agency. This official application authorizes the School to collect all related fees for the requested service.

Participant Signature*	Date
Special Requirements - Please indicate if you have any particular needs for physical access, special facilities, food allergies or other details that we may accommodate in advance.	<p><b>For Information</b></p> <p>Registrar's Office Canada School of Public Service Telephone: 1-866-703-9598 (Toll free) Telephone: (819) 953-5400 (NCR) Fax: (819) 953-7953 E-mail: <a href="mailto:csps.registrar-registraire.efpc@canada.ca">csps.registrar-registraire.efpc@canada.ca</a> <a href="http://www.csps-efpc.gc.ca">http://www.csps-efpc.gc.ca</a></p>