

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>



Canada School of Public Service
École de la fonction publique du Canada

REGISTRATION AND PROFILE CREATION FORM FOR TEMPORARY LEARNERS

Please complete the following. Your registration will not be processed if
-you have not agreed with the Privacy Notice or
-mandatory fields (Identified by *) are incomplete.

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.

Participant Information *(This information will be used to create or update your profile.)*

Surname*	Given Name and Initial(s)*	Contract End Date*
Job Title / Section / Division / Branch		Note : <i>Profiles created with this form will be valid until the end date of the employee's contract.</i>
.....		
Department / Agency*		Phone Number (Work)*
.....		- - Ext
Billing Address (No P.O. boxes, please)*		Type of Learner
.....		Consultant <input type="checkbox"/> Student <input type="checkbox"/>
.....		Employee ID Number (if applicable)*
.....		Language of Correspondence
Postal Code*		English <input type="checkbox"/> French <input type="checkbox"/>
.....		
E-mail Address (Work)*		
.....		

Course/Event Information *(Leave blank if only requesting profile creation)*

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

Manager's Approval *(Your request must be approved by a Government of Canada employee with delegated authority.)*

Manager's Name and Title (PRINT)	Signature	E-mail Address	Telephone Number
.....

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

Participant Signature	Date
.....
Special Requirements - Please tell us about any particular needs (e.g. physical access, special facilities, dietary restrictions) so that we can accommodate them in advance.	<p style="text-align: center;">For Information</p> <p style="text-align: center;">Canada School of Public Service Telephone (Toll-free): 1-866-703-9598 Telephone (NCR): 819-953-5400 Teletype (TTY), using your relay service provider: 1-866-703-9598 Facsimile (Toll-free): 1-866-944-0454 Facsimile (NCR): 819-953-7953 E-mail: csp.registrar-registraire.efpc@canada.ca</p>