



Brandon Literacy Council Inc. – Learner Consent

Consent to Collect and Share Personal Information

Brandon Literacy Council Inc. (BLC) uses personal information about you that is related to your education. The information is necessary to plan a learning program to help you.

This information may be received from or shared with other programs / agencies with which you may be involved.

If you were referred by an agency or if you are being sponsored, information about your attendance, results and progress may be shared with that agency or sponsor.

This information is also used for record keeping. Statistical information that won't identify you may be shared for research, evaluation and reporting purposes.

Your personal information is kept secure.

You may see the information in your file by making an appointment with the executive director. Information that is incorrect or outdated can be changed at this time. If there is information that you feel is harmful in your file, you may ask the executive director to remove it.

I consent to the collection, use and sharing of my personal information. **Yes**_____ **No**_____

Acknowledgement & Declaration

All reasonable precautions for my personal safety and health will be taken. I will be properly observed and supervised in activities. In the event of accident or sickness, Brandon Literacy Council Inc., its employees, and volunteers are released from any liability.

In the event of injury requiring medical attention, I authorize treatment for myself and understand that reasonable attempts will be made to notify my emergency contact (s), should such a situation occur.

I understand that in in any health-related emergency-issue effecting my person and requiring medical care that any personal medical costs incurred are my responsibility.

I confirm that I possess valid provincial health insurance and / or equivalent medical coverage. If the activities of Brandon Literacy Council Inc. require my travel outside of the province of Manitoba, please give my insurance provider and policy number.

I acknowledge and declare the above statements. **Yes**_____ **No**_____

Learner Handbook

I have received the Brandon Literacy Council Inc. (BLC) Learner Handbook. **Yes**_____ **No**_____

Media Release Consent

I give consent for documents / pictures / video / audio (hereinafter referred to as 'media') of me to be used by Brandon Literacy Council Inc. for administrative and / or office purposes **ONLY** and to retain said media for archival purposes. **Yes**_____ **No**_____



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Optional Media Release Consent

I give consent for documents / pictures / video / audio (hereinafter referred to as 'media') of me to be used by Brandon Literacy Council Inc. to edit, reproduce, use, exhibit, display, broadcast and distribute, in whole or in part, for promoting, publicizing or explaining Brandon Literacy Council Inc. and its services or activities and for administrative, educational or research purposes both within the classroom and by other media sources and to retain said media for archival purposes. I understand that I will receive no financial compensation for said media.

Yes _____ No _____

I understand that permission to use the said media may be revoked by me in writing.

Yes _____ No _____

Learner Agreement

I agree to the following conditions to be accepted into the Brandon Literacy Council Inc. program:

- I will have a goal, which I am working conscientiously to achieve.
- I will treat all learners, volunteers, visitors, and employees with respect.
- I will act in a responsible way so that everyone can learn and work in a safe, respectful, and comfortable environment.
- I promise, in all my relationships with children / youth / vulnerable adults / adults, to follow appropriate behaviour and actions as described during the learner intake.
- I promise to use appropriate language.
- I promise to show no bias based on ancestry, including colour and perceived race; nationality or national origin; ethnic background or origin; religion, religious belief, association or activity; age; sex, including pregnancy; gender identity; sexual orientation; marital or family status; source of income; political belief, association or activity; physical or mental disability; social disadvantage.
- I promise that I will not harass others.
- I promise to respect confidentiality and privacy, unless a child / youth / vulnerable adult / adult is in danger, then I will report to a child protection agency or to the police.

I will be asked to leave the BLC program if I break the agreement.

I have read and agree with the conditions to be accepted into the Brandon Literacy Council Inc. program.

Yes _____ No _____

.....
Name (print) Signature Date

.....
Witness (print) Signature Date

*If you have questions about this consent form, you may contact the executive director at (204) 729-9964. If you have questions about the **Personal Information Protection and Electronic Documents Act (PIPEDA), Personal Health Information Act (PHIA), Personal Information and Electronic Documents Act (Canada)**, please contact:*

The Office of the Privacy Commissioner of Canada: 112 Kent Street, Ottawa, Ontario K1A 1H3 Telephone: 1-613-995-8210 Toll-free: 1-800-282-1376