



COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION – FIELD PLACEMENTS

In order to facilitate a Seneca authorized field placement, Seneca is required to collect, use and disclose personal information to assist in establishing the placement, supporting students throughout the placement, and monitoring and evaluating successful completion of the placement.

Students intending to participate in a placement acknowledge that Seneca may share the following information with Community Partners and Seneca employees involved in the placement process:

- Academic/Educational Information – this typically includes confirmation of program status/eligibility, previous placement experience. Sharing will only occur upon application to placement opportunities and as required by a potential or confirmed Field Mentor or Supervisor, and/or when needed to support students completing their placements.
- Experience – this may include resumes, covers letters, and other relevant information that has been provided to Seneca to assist students in applying to and/or obtaining a placement when requested by the Community Partner.
- Personal Information – this typically includes contact details (i.e. Seneca email address, primary contact phone number, student number) and information concerning scheduled placement interviews in order to assist in the placement recruitment process. Students will be advised of any additional personal information required at the time it is collected or prior to its disclosure.

Student further acknowledge that in the event of a **workplace injury or illness**, relevant personal information may be released to the Workplace Safety and Insurance Board (WSIB), the Ministry of Colleges and Universities, and Seneca's insurance provider(s).

I hereby authorize Seneca Polytechnic and the employer(s)/organization(s) involved in the field placement process to share information as required. This authorization is valid for the duration of the field placement process.

- Seneca is permitted to collect information related to the student's work performance from the Mentor/Supervisor or organization in order to support and evaluate student's field experience
- Mentor/Supervisor or organization is permitted to disclose feedback and other information related to the student's work performance to authorized Seneca employees (e.g. Field Liaison or Field Placement Coordinator).

_____ Name (please print)	_____ Signature
_____ Student ID Number	_____ Date
_____ Signature of Parent/Guardian (if under age 18)	_____ Date

Seneca is collecting personal information under the legal authority of the Ontario Colleges of Applied Arts and Technology Act (OCAAT) in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the purposes of administering the placement. If you have any questions concerning Seneca's collection and disclosure of personal information, please contact the privacy office at 416-764-0400 or email privacyoffice@senecapolytechnic.ca.