

## Why do I need to provide information?

Provincial & federal governments provide CLBC with funding to give to employment service providers to help you find and keep a job.

Employment service providers collect information from you to help you find work.

They are also required to collect information to send to CLBC so CLBC can report to governments about how funding is being used to support people to find employment.

## What information do I have to provide?

The provincial and federal governments have a new agreement for employment funding. It is called the Workforce Development Agreement (WDA) and reporting starts in April 2020.

The new agreement requires employment service providers to collect mandatory identifying information for CLBC to report to provincial and federal governments. This mandatory information includes:

- Your first and last name
- Your home address
- Your birth date
- Your social insurance number

Before they collect this information, employment service providers will ask you to sign a consent form to show you agree to share this information and you understand why it is being collected and how it will be used.

CLBC understands employment is key to helping people with developmental disabilities have improved quality of life. A job promotes friendships, financial security, inclusion, belonging and confidence.



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**CLBC Employment  
Services & Your  
Personal Information**

## Why do I need to provide identifying information?

Under the new agreement, CLBC is required to provide the provincial and federal governments with detailed information about how funds are being used.

They have asked for this information to help them better understand how employment services are helping people.

Your employment service provider is collecting this information to help CLBC fulfil our reporting obligation.

## What if I do not want to provide this information? Do I have a choice?

As of April 1, 2020, your first and last names, home address, birth date and social insurance number are required to receive CLBC employment services.

This is because employment services you receive are funded by the federal and provincial governments who have asked for this information so they can better understand how services are helping people.

It is not unusual to be asked to provide personal information to government or service providers when asking for government supports.

For example, you provide identifying information when you apply for Persons with Disabilities funding, or if you access WorkBC services, or if you contribute to a Registered Disability Savings Plan (RDSP).

## Will employment service providers be collecting other information too?

Yes, they will collect answers to questions like what your gender is, if you are married, if you speak another language or if you have children.

You can choose to provide answers to these questions or say I prefer not to report.

Everyone is encouraged to provide answers to contribute to strengthening government services and supports.

## How is my information kept safe?

CLBC, employment providers and federal and provincial governments will have a dedicated, encrypted secure file transfer service to maintain the privacy and security of people's information.

Everyone involved in collecting and analyzing this information is bound to protect your privacy under provincial and federal protection of privacy laws.

CLBC will not use your identifying information for any other purpose than to report to the federal and provincial governments.

Provincial and federal governments will use the information received to help improve government funded support programs.



## Who can I ask if I have questions or concerns?

You can talk to your employment service provider. CLBC is providing them with information to help support conversations with you so you understand why your information is being collected and how it will be used.

You can also find out more about the new Workforce Development Agreement in B.C. by visiting this website:

[www.canada.ca/en/employment-social-development/programs/training-agreements/workforce-development-agreements.html](http://www.canada.ca/en/employment-social-development/programs/training-agreements/workforce-development-agreements.html)

