Welcome to the Housing Stability System

I/We _____ consent to share information within the Housing Stability System in Waterloo Region.

In understand that my information will be used for the purpose of accessing services to help me and/or my family find and keep a home. My information may also be used to inform future service improvements.

I understand that my information will be recorded in the Homeless Individuals and Families Information System (HIFIS) secure database. This database is used by Service Providers within the Waterloo Region Housing Stability System to document and share my information.

I understand that I may withdraw or limit my consent at any time. **I confirm that I have reviewed the attachment titled "Important Information about Consent".**

I have read, or have had read to me, and understand the consent set out above.

_____	_____
Name and Signature (Applicant)	Date Signed
_____	_____
Name and Signature (Co-Applicant)	Date Signed
_____	_____
Signature (Substitute Decision Maker)	Date Signed
_____	_____
Signature of Witness, Title, Service Provider Name	Date Signed

Housing Stability System
Common Consent to Release Information Form

For verbal consent:

☐ I have read, or have had read to me, and understand all the parts of this consent form and have provided verbal consent.

For clients with dependents accessing services:

☐ Any consent given (on Page 1) also relates to my dependents. Please list any dependents below:

Name of Dependent	Date of Birth for Dependent:

For declined consent:

☐ I have read, or have had read to me, and understand all parts of this consent form and **DO NOT** give consent.

Signature	Date of Birth	Date Signed

For removing consent:

☐ Removing Consent: By signing below, I understand that I have requested to remove consent.

Signature	Date of Birth	Date Signed

Notice of Collection:
Personal information is collected under the authority of the *Housing Services Act*, S.O. 2011, c.6, Schedule 1, and will only be used for the purposes of providing services related to finding and keeping a home within the Regional Municipality of Waterloo. Questions about this form should be directed to housing@regionofwaterloo.ca.

Housing Stability System
Common Consent to Release Information Form

ATTACHMENT: Important Information about Consent

What does this consent form mean for me and my information?
In Waterloo Region, Service Providers that make up the Housing Stability System work together to increase housing affordability, prevent homelessness, and end chronic homelessness. In their work, Service Providers may support the same person or family to help them find and keep a home. With your consent, and **only as needed**, Service Providers will share information with each other in order to provide you with better service.

What if I do not want to share my information?
Providing consent for your information to be shared is voluntary. **Refusing to do so will not limit your access to emergency services** like Street Outreach and Emergency Shelter, but may limit some housing and service options available to you. For example, without consent your name cannot be added to the waiting list for more support with finding and keeping a home.

What information will be shared?
Once your name is entered into the HIFIS database, staff within the Housing Stability System will have access to your name and basic information about you, such as “Date of Birth” and “Gender Identity”. Only the staff **currently providing you with service** are allowed to access more information in your file. At any time you can ask for copies of your personal information, find out who it is shared with, and ask what it is used for.

Who will have access to my information?
Region staff and agency staff within the Housing Stability System would have access to your information for the purposes of providing you with services that can help you and/or your family find and keep a home, such as: Housing Resource Centre Providers, Emergency Shelter Providers, Street Outreach Providers, Community Housing Providers, Prioritized Access to Housing Support (PATHS) Team and Partners, Transitional Housing Providers, Portable Home-Based Support Providers, and Supportive Housing Providers, as well as other community agencies that provide services related to your housing stability. At any time you can ask for more information about who would have access to your information.

In addition, anonymized information will be shared with the Government of Canada and the Province of Ontario for the purposes of research, evaluation and administration related to housing and homelessness in Canada. This sharing will never include your name or identifying information. In some cases, your name and identifying information may also be viewable by Region staff for the purposes of billing and/or technical support with the HIFIS database.

Information within the HIFIS database is secure and not shared or used for any other purpose without your consent, unless required by law.

What if I change my mind about giving consent?
You can remove your consent to share your information at any time by speaking to staff at this Service Provider. You should let them know that you want to stop sharing information about yourself. If you change your mind at a later date and decide to remove consent, the file we already have will still be available to staff, but any new information moving forward will be anonymous.

What if there's some information that I don't wish to share?
If you feel that some of your information is sensitive, or that sharing certain details could impact your safety or the safety of others, please discuss this with staff right away.

Are there times when this Service Provider may have to share my information without my consent?
Yes, staff are required to share personal information if:

- A child has experienced abuse or harm or may be at-risk of abuse or harm;
- Someone is a threat to themselves or another person;
- If a court order requires information be shared; and/or
- If a serious incident involving a person occurs on Service Provider property.

Who can provide consent?
Consent can only be provided if you are 16 years of age or older. If you are under the age of 16, consent will need to be provided by a legal guardian, or your information will not be shared in the Housing Stability System.