



**CONSTITUENT AUTHORIZATION FORM**

DATE	REQUEST FROM
PARLIAMENTARIAN	OFFICE TELEPHONE
<b>CONSTITUENT INFORMATION (ONE APPLICANT PER FORM)</b>	
FAMILY NAME	GIVEN NAME
TELEPHONE	EMAIL
PRI	ACTIVE CASE NUMBER (if applicable)
EMPLOYING DEPARTMENT (or former department)	
PAY PROBLEM	DATE ISSUE BEGAN
HAS EMPLOYEE ADVISED MANAGER?	
CONSTITUENT'S MANAGER'S NAME (if applicable)	
MANAGER'S TELEPHONE (if applicable)	MANAGER'S EMAIL (if applicable)
<p><input type="checkbox"/> I, _____ hereby authorize my parliamentarian or Senator's Office to securely share my concerns and the above and below personal pay information (and attached documents, as applicable) regarding my pay and benefits with Public Services and Procurement Canada's (PSPC) Minister's Office so that it may then be forwarded to PSPC's Pay Administration Branch in order to assist me in addressing my pay issues as soon as possible.</p> <p><input type="checkbox"/> I further authorize for PSPC to securely communicate information back to the above identified MP/ Senator, in response to their specific written request, for the sole purpose of assisting me in addressing the concerns described herein.</p>	

**Privacy Notice**

The personal information being provided is collected on a voluntary basis pursuant to sections 12 and 13 of the Department of Public Works and Government Services Act, sections 38 and 155 of the Financial Administration Act, the policy and guideline on Financial Management of Pay Administration and will be securely disclosed in accordance with consent provided herein as described within ss. 8(2)(g) of the Privacy Act. Personal information will be used by the Pay Administration Branch of Public Services and Procurement Canada for the sole purpose of assisting the individual with the identified pay related issues and as described in the Public Service Pay Program (PSPC PCE 705) and Department of Justice Civil Proceedings and Legal Services (JUS PPU 005) Personal Information Banks (PIBs). Personal information is protected, used, disclosed and/or retained in accordance with the Privacy Act. Your information may be disclosed without your consent as authorized by PSPC ATIP pursuant to ss. 8(2) of the Privacy Act. Under the Privacy Act, you have the right to access and also correct your personal information, if erroneous or incomplete. Personal information provided herein will be retained for a period of time as required for an identified litigation hold(s) or for a minimum of 2 years after the last administrative action, and then destroyed.

If you require clarification about this privacy notice, you can contact the PSPC Director, Access to Information and Privacy Directorate by email at AIPRP.ATIP@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern, need more information or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376.

## CONSTITUENT AUTHORIZATION FORM

Constituent signature \_\_\_\_\_ date: \_\_\_\_\_

Description of the Pay and Benefits Issue(s):

### **Privacy Notice**

The personal information being provided is collected on a voluntary basis pursuant to sections 12 and 13 of the Department of Public Works and Government Services Act, sections 38 and 155 of the Financial Administration Act, the policy and guideline on Financial Management of Pay Administration and will be securely disclosed in accordance with consent provided herein as described within ss. 8(2)(g) of the Privacy Act. Personal information will be used by the Pay Administration Branch of Public Services and Procurement Canada for the sole purpose of assisting the individual with the identified pay related issues and as described in the Public Service Pay Program (PSPC PCE 705) and Department of Justice Civil Proceedings and Legal Services (JUS PPU 005) Personal Information Banks (PIBs). Personal information is protected, used, disclosed and/or retained in accordance with the Privacy Act. Your information may be disclosed without your consent as authorized by PSPC ATIP pursuant to ss. 8(2) of the Privacy Act. Under the Privacy Act, you have the right to access and also correct your personal information, if erroneous or incomplete. Personal information provided herein will be retained for a period of time as required for an identified litigation hold(s) or for a minimum of 2 years after the last administrative action, and then destroyed.

If you require clarification about this privacy notice, you can contact the PSPC Director, Access to Information and Privacy Directorate by email at [AIPRP.ATIP@tpsgc-pwgsc.gc.ca](mailto:AIPRP.ATIP@tpsgc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern, need more information or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376.