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| **Une image contenant texte, Police, logo, Graphique  Description générée automatiquement** | **Consent form for the use and disclosure of the student’s personal information by the educational institution to the placement sites through the HSPnet Web Application**  **For users in the province of Quebec** |

# Introduction

The educational institution in which you are enrolled needs your consent to use your personal information for the sole purpose of finding and coordinating appropriate placements as required by the educational program you are currently enrolled in, using the HSPnet web application.

# Use of personal information

This consent will authorize the educational institution in which you are enrolled to use your personal information in the HSPnet web application in order to:

* Coordinate your placements;
* Communicate with you regarding your placements;
* In case of emergency;
* Ensure compliance with the placement prerequisites and guidelines published by the organizations where you will complete one or more placements (e.g., vaccination, CPR certification).

We invite you to review the policies regarding the protection and security of personal information in the management of your placements using the HSPnet web application. Since these policies may be updated, we recommend you consult the latest version of this document by visiting the following website: [www.hspcanada.net](http://www.hspcanada.net).

# Disclosure of Information to Receiving Organizations

# Only the information necessary to meet the placement prerequisites and to manage your placements will be used in the HSPnet web application. Based on the requirements of a receiving agency or of a placement destination, the personal information disclosed by your educational institution may include:

# Your contact details (email, phone number);

# Your gender;

# Your birth day and month;

# A list of your previous placements;

# Proof of CPR certification;

# Your immunization status of vaccine-preventable diseases;

# A certificate of good conduct;

# Any other information related to the placement prerequisites (e.g., student registration certificate issued by your professional order, possession of a vehicle, spoken languages, permanent code issued by the Ministry of Education, etc.)

# Your gender may be used for locker assignments and in the case of home care placements. Your birth day and month and permanent code may be used for user accounts set-up of software systems. All this information is communicated when the placement is confirmed. If the placement site requires additional information, you will be notified.

# Security Measures

# Your data is considered "personal information" under the privacy legislation and security mechanisms are in place to protect its confidentiality. All information and communications involving the use of the HSPnet web application are therefore physically and logically safeguarded in accordance with industry standards and best practices. Only individuals authorized to manage your placements will have access to your data through the HSPnet application.

# Duration of Consent

# This consent takes effect immediately and remains valid for 180 days following the completion of your study program (for up to six years). This consent will be revoked if you withdraw from the program or upon written request (see item 6).

# Right of Access, Rectification, and Withdrawal

# You may access the information collected in your HSPnet file by submitting a written request to the placement coordinator of your educational institution. Similarly, you may request a rectification to your personal information or withdraw your consent. Your request will be processed within 30 days of receipt.

# Right to Refuse consent

# You have the right to refuse to sign the consent form. If so, your file and placement requests will be processed without your name, using the HSPnet web application.

# Consent

The collection of your personal information complies with privacy legislation applicable to educational institutions in Quebec. For more information, please visit: <https://hspcanada.net/p-s-resources/> and [www.cai.gouv.qc.ca](http://www.cai.gouv.qc.ca).

You can request a copy of the signed consent form.

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Student name : 

Student number : 

Educational Program : 

Group number : 

I confirm that I have read and understand the information contained in this consent form regarding the use of my and disclosure of my personal information through the use of HSPnet web application.

I also understand that my personal information will only be used by my educational institution and by the receiving agencies for the sole purpose of managing my placements as part of my study program, through the HSPnet web application.

I consent to the use and disclosure of my personal information in accordance with the terms and conditions contained in this consent form.

Signed in (city)  , Québec, onCliquez ou appuyez ici pour entrer une date.

Student’s signature 

*(Parent’s or guardian’s signature if student is under the age of 14)*