



SAANICH POLICE DEPARTMENT

Application Terms and Conditions

Thank you for your application to the Saanich Police Department (“SPD”). Information supplied in this document and as part of the recruitment process will be considered in the context of the competition for employment for the position applied for and will be held in confidence under those circumstances.

Consent for Collection, Use, Retention, and Disclosure of Personal Information

The information you provide during the selection process is collected by the SPD for the purpose of an employment application. Personal information collected for the purposes of the employment process and determining suitability for employment with the SPD is collected under sections 26(c) of the *Freedom of Information and Protection of Privacy Act* (“FIPPA”). It is retained and protected under section 30 of the *FIPPA*, which requires a public body to protect personal information in its custody or under its control by making reasonable security arrangements against risks of unauthorized access, collection, use, disclosure or disposal. Your personal information will be stored securely within the SPD Staff Development Division, and access to records is restricted to those involved in the recruiting process. Your personal information will not be disclosed except under section 33 of the *FIPPA*. If you have any questions or concerns about the collection of your personal information, please contact the Saanich Police Department Information and Privacy Coordinator at 250-475-4307.

Declaration, Acknowledgement and Consent

I, _____ having applied for a position with the SPD, and recognizing that I am required to supply information to be used to determine my qualifications, moral character, honesty and suitability for employment with the SPD, consent to the collection, use and disclosure by the SPD and/or their agent(s) of personal information pertaining to me. This includes any and all records, files, notes, reports, opinions or other information concerning me, including employment files and records, performance evaluations, discipline records, background investigation files, polygraph reports, medical, psychiatric and psychological files and reports, complaints or grievances filed by or against me, training files, education files, school records and transcripts, credit rating and history files, income tax files, records and returns, driving records, military records, criminal records and police, probation and parole reports.

I understand that any information provided by me during the processing my application for employment, or information obtained by the SPD, which reveals criminal activity will not be protected by confidentiality. This information may be subject to a criminal investigation by the SPD or any law enforcement agency and could result in arrest or criminal charges.

I understand that any information provided by me during the processing of my application for employment, or information obtained by the SPD, or any evaluations created by SPD employees may be shared with any other recruiting officer of any other police organization, if requested by that outside police organization without my explicit consent and without any further notice being given to me. The disclosed information may be used by any other Canadian police organization to evaluate my eligibility to work for any other police organization.

I hereby release any individual, company, government agency or public body and their representatives, agents and employees from any claim, demand or right of action whatsoever which is based upon, arises out or relates to the provision of any information, opinions or documents to the SPD in compliance with this authorization.

I have read, understand, and agree to the SPD Application Terms and Conditions. I acknowledge that an electronic signature and or printed name provided on this form, is considered as valid as an original of my signature.

Applicant's Name

Signature

Date Signed (YYYY/MM/DD)