

Protecting Your Privacy

This document will summarize why we need certain personal information, what personal information is kept in our office, how we use it and whom it is shared with.

What is Personal Information?

Personal information is information that identifies you as individual. It includes not only your name and address, age, gender, birth date but also your employment, education history, and Social Insurance Number (SIN). Any names of references and letters of reference or commendation which are also considered personal information are treated with sensitivity by the Association.

Why is the Personal Information Collected?

The Association requires your application information along with personal information as part of a submission for consideration for a scholarship from the Association. The information will be utilized as part of a review by the Association's Scholarship Committee to assess the candidates and their worthiness of a scholarship award.

Obtaining Your Consent before using your Personal Information

We obtain your express consent to use your information when you complete this form and submit it along with the Scholarship Program submission. If you do not consent to certain use of information or if you withdraw your consent after it has been given, the Scholarship Committee may not be able to give full consideration to all that has been provided in support of your request for a scholarship.

Use of your Social Insurance Number (SIN)

You will only be required to provide your SIN if you have been granted a scholarship by the Committee. We require this information for income tax reporting purposes to comply with the requirements under the Federal Income Tax Act.

Sharing Your Personal Information with Other Parties

Your personal information is not shared with any outside organization or entity except, as required by the Federal Income Tax Act. Copies of the information provided by you are given to the three Committee members for their review as part of the evaluation. At the completion of the evaluation all copies are destroyed. Originals are kept on file for the two subsequent years for future reference for repeat candidates. After two years, the documents are destroyed. If requested by the candidate, in writing, the original copy will be returned to the candidate to the address on the submission form after completion of the evaluation.

Our Privacy Commitment to You

The Association takes the commitment to protecting your privacy seriously. We do everything to ensure your information is secure from unauthorized access or misuse. If you have any questions or concerns about how personal information is handled prior to signing this document, please contact the Privacy Officer at:

Association of Millwrighting Contractors of Ontario (AMCO)
50 Sunny Meadow Blvd.,
Suite 223
Brampton, ON L6R 0Y7

Personal Information Disclosure – Authorization and Direction

I, _____ (Print Name) give authorization to AMCO to utilize the information provided with my Scholarship Program Application Form for the sole purpose of assessing my application for an AMCO scholarship.

Dated at (city) _____ this _____ day of _____, 20__

Signature of Applicant