

BEREAVEMENT AUTHORITY OF ONTARIO

Applicant Privacy Notice

CONSUMER ADVISORY COUNCIL

Purpose of this notice

This notice explains how the Bereavement Authority of Ontario collects, uses, discloses, stores and retains personal information submitted for the Consumer Advisory Council recruitment and appointment process.

Information the BAO may collect

- Identity and contact information provided in the application
- Ontario residency and age eligibility confirmation
- Application responses, résumé, CV, experience summary or cover letter
- Availability and communication preferences
- Conflict-of-interest and independence disclosures
- Accommodation information voluntarily provided for arranging an accessible process
- Assessment scores, panel notes and interview notes
- Reference information and due-diligence records where authorized and required
- Consent concerning a reserve list or publication of an appointed-member biography

Why the information is collected and used

- Administer and acknowledge applications
- Confirm eligibility and assess qualifications
- Manage conflicts and process integrity
- Arrange interviews and accommodations
- Conduct authorized reference checks or other due diligence
- Prepare recommendations and appointment records
- Communicate recruitment outcomes
- Maintain an authorized reserve list with consent
- Onboard appointed members and publish an approved biography with consent
- Meet applicable governance, audit, legal and records requirements

Limiting collection

Applicants should provide only the information requested and should not include unnecessary sensitive information. Accommodation information should be collected and accessed only by those arranging the accommodation, except where additional access is authorized and necessary.

Who may access the information

Access will be limited to authorized BAO staff, selection-panel members, decision-makers and service providers who require the information for the recruitment, appointment, accommodation, information-security or records process. Information may also be disclosed where authorized or required by law.

References and additional checks

The BAO will advise an applicant before contacting references or completing additional checks and will obtain any consent required by the approved process. Reference contact information should be provided only when requested.

Storage and safeguards

Applicant information will be stored in [approved secure system/location]. Access will be restricted. The BAO will apply administrative, technical and physical safeguards appropriate to the information and approved internal requirements.

Retention and destruction

Unsuccessful applicant records will be retained for [insert approved period] and then securely destroyed, subject to any legal hold or other authorized requirement. Reserve-list information will be retained for [insert approved period] only with consent. Records for appointed members will be retained in accordance with the applicable BAO schedule.

Accuracy, questions and requests

Applicants may contact the BAO to ask a privacy question or request correction of information they believe is inaccurate, subject to applicable requirements and limitations.

Privacy contact

Name / title	Jay Blair, General Counsel and Privacy Officer
Email	PrivacyOfficer@thebao.ca
Telephone	647-483-2645
Mailing address	Bereavement Authority of Ontario, 5160 Yonge Street, Suite 1200, Toronto, Ontario M2N 6L9

Acknowledgement

By submitting an application, the applicant acknowledges receiving this notice. Where consent is required for a specific optional activity, such as placement on a reserve list or publication of a biography, the BAO will seek that consent separately.