



Consent to Provide Limited Personal Information About High Qualified Personnel (HQP) to ORF

GAPT project supervisors and sub-project supervisors are required to describe their contributions to the training or supervision of highly qualified personnel (HQP) by providing certain details about the individuals they have trained or supervised during the 5 year duration of their ORF project. HQP information must be entered in the Performance Measures Report (Schedule G of the Annual Report). This information includes the trainee's name, type of HQP training (e.g., undergraduate, masters, technical etc.) and status (completed, in-progress, incomplete), years supervised or co-supervised, title of the project or thesis, and the individual's present position.

Based on the federal Privacy Act rules governing the collection of personal information, applicants are asked to obtain consent from the individuals they have supervised before providing personal data about them to ORF. In Seeking this consent, the GAPT project supervisors and sub-project supervisors must inform these individuals what data will be supplied, and assure them that it will only be used by ORF for the purpose of assessing the applicant's contribution to HQP training. To reduce seeking consent for each reporting period, supervisors will only need to seek consent one time for a five year period. If the trainee provides consent by email, the response must include confirmation that they have read and agree to the test of the consent form.

When consent cannot be obtained, applicants are asked to not provide names, or other combinations of data, that would identify those supervised. However, they may still provide the type of HQP training and status, years supervised or co-supervised, a general description of the project or thesis, and a general indication of the individual's present position if known.

An example of entering HQP information on Performance Measures Report (Schedule G of the Annual Report) (with and without consent):

Name	Type of HQP Training and Status	Years Supervised or Co-supervised	Title of Project of Thesis	Present Position
Consent Received from				
Roy, Marie	Undergraduate (Completed)	Supervised 1994-1997	Isotope geochemistry in petroleum engineering	V-P (Research), Earth Analytics Inc., Calgary, Alberta
Consent Not Obtained from				
(name withheld)	Undergraduate (Completed)	Supervised 1994-1997	Isotope geochemistry	research executive in petroleum industry-western Canada

Consent Form

Name of Trainee	
Applicant Information	
Name	
Department	Postsecondary Institution
<p>I hereby allow the above-named applicant to include limited personal data about me in Annual Reports submitted for consideration to ORF for the next five years. This limited data will only include my name, type of HQP training and status, years supervised or co-supervised, title of the project or thesis and, to the best of the applicant's knowledge, my position title and company or organization at the time the application is submitted. I understand that ORF will protect this data in accordance with the Privacy Act, and that it will only be used in processes that assess the applicant's contributions to the training of highly qualified personnel (HQP), including confidential peer review.</p>	
_____	_____
Trainee's Signature	Date
<p>Note: this form must be retained by the supervisor and made available to ORF upon request.</p>	