



# Self-declaration Form of Members of Designated Employment Equity Groups

The Great Lakes Pilotage Authority (GLPA) is committed to selection based on merit by ensuring full participation of the four groups designated in the *Employment Equity Act* (EEA): **women, Aboriginal Peoples, persons with disabilities** and **members of visible minorities groups**.

The self-declaration form is used to indicate that you are a member of one or more of the employment equity (EE) designated groups. The collected information helps the GLPA fulfill its obligations under the EEA, the *Canadian Human Rights Act* (CHRA), and the *Public Service Employment Act* (PSEA).

**Your response to the self-declaration questions is voluntary** and will be used for statistical purposes, as well as in considering you in selection processes when belonging to one or more of the EE groups in a screening or selection criterion.

Please refer to the attached Annex for further information.

## Privacy Notice Statement

The collection and use of personal information for the EE Self-Declaration Form is authorized and under the authority of the PSEA, the EEA, and the CHRA, in accordance with the federal *Privacy Act* (PA). Information may be disclosed without consent during the course of an investigation under the PSEA by the GLPA's Privacy Officer. Such disclosures are in accordance with section 8(2) of the PA. The EE information provided may be used for selection purposes, and statistical purposes related to selection. The personal information in this form will be used and administered in compliance with the GLPA's Directive AD-004 *Privacy Statement*.

## Collection Purposes Explanations

If you choose to self-declare, the collected information will be used for one of the two following purposes:

**Purpose 1 - Selection processes and statistics related to selections and EE workforce representation.** By selecting this purpose, you are consenting that your information may be used for:

- Determining eligibility for selection processes when belonging to an EE group is a requirement for submitting an application, or where it may be used as a criterion in the screening or selection of candidates for appointment; and
  - Statistics related to selection and EE workforce representation, as defined in Purpose 2.
- Purpose 2 - Statistics related to Selections and EE Workforce Representation.** By selecting this purpose, you are consenting that your information may be used in reports, analysis and studies intended to: If you are selected as a result of this process, your self-declaration information will be considered as voluntary self-identification for statistical reporting on the representation of EE groups within the GLPA workforce.



Notes:

- To be considered for jobs when belonging to an EE group is a condition for eligibility, or a screening or selection decision, you must belong to an EE group and select Collection purpose 1 above.
- Sub-group details are optional. If provided, this information will not be used for selection decisions.

## Consent

Having read and understood the above mentioned Privacy Notice Statement and Collection Purposes Explanations, I hereby authorize the GLPA, to collect and share the information I submit with hiring managers and human resources personnel for the purposes selected below:

- o Purpose 1 - Selection processes and statistics related to Selection and EE Workforce Representation.
- o Purpose 2 – Statistics related to Selections and EE Workforce Representation.

Posting number:

Name:

Signature:

Date:

## Self-declaration

Complete the appropriate fields.

Note the following points:

- You may self-declare as belonging to more than one EE designated group.
- You may self-declare as belonging to both the Aboriginal Peoples group and the visible minorities group only if you are of mixed ancestry such as having a parent who is Aboriginal and a parent who belongs to a visible minority group.

1. Gender: Women are members of a designated group under the *Employment Equity Act*.

Do you identify as a woman?

No

Yes



**2. Aboriginal Peoples:** An Aboriginal person is a North American Indian or a member of a First Nation, Métis, or Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.

Are you an Aboriginal person?  
Please specify:

- No
- Yes

Optional: If you wish to provide further details, please specify the group to which you belong.  
Please specify:

- Inuit
- Métis
- North- American Indian/First Nation

**3. Visible Minority:** A person in a visible minority group in Canada is someone (other than an Aboriginal person as defined above) who is non-Caucasian in race or non-white in colour, regardless of place of birth.

Are you a member of a visible minority group?  
Please specify:

- No
- Yes

Optional: If you wish to provide further details, please select the box(es) that best describes your origin.

- Black
- Chinese
- Filipino
- Japanese
- Korean
- Non-White Latin American (including: indigenous persons from Central and South America, etc.)
- Non-White West Asian, North African or Arab (including: Egyptian; Libyan; Lebanese; Iranian; etc.)
- Other Visible Minority Groups
- Person of Mixed Origin (with one parent in one of the visible minority groups)



- South Asian/East Indian (including: Indian from India; Bangladeshi; Pakistani; East Indian from Guyana, Trinidad, East Africa; etc.)
- Southeast Asian (including: Burmese; Cambodian; Laotian; Thai; Vietnamese; etc.)

If you are a member of a Visible Minority group not listed above, please specify (optional):

**4. Person with a disability:** A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment, and

1. considers himself/herself to be disadvantaged in employment by reason of that impairment, or,
2. believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Are you a person with a disability?  
Please specify:

- No
- Yes

Optional: If you wish to provide further details, please select the boxes that apply to you.

- Blind or Visual impairment (unable to see or difficulty seeing)
- Co-ordination or dexterity (difficulty using hands or arms, for example, grasping or handling a stapler or using a keyboard)
- Deaf or hard of hearing (unable to hear or difficulty hearing)
- Mobility (difficulty moving around, for example, from one office to another or up and down stairs)
- Other Disability (including: learning disabilities, developmental disabilities and all other types of disabilities)
- Speech impairment (unable to speak or difficulty speaking and being understood)

If you have other disabilities not listed above, please specify (optional):



## ANNEX

The Great Lakes Pilotage Authority (GLPA) is committed to selection based on merit and to employment equity (EE) objectives, including maintaining or increasing the representation of the four EE designated groups through appointment processes where belonging to an EE group is a criterion for eligibility, screening or selection.

This document will provide you with relevant information concerning EE and self-declaration as a member of one of the four groups designated in the *Employment Equity Act*: **women, Aboriginal Peoples, persons with disabilities, and members of visible minority groups.**

Information on legal authorities for the collection of EE information and consent to its use is also available.

Notes: For self-declaration purposes, the term “Selection processes” refers to processes where candidates are assessed and selected for a job in the Great Lakes Pilotage Authority.

### **A. Why should any EE group member complete the self-declaration form in a selection process?**

Completing an EE self-declaration form **is always voluntary.**

The information you provide will help maintain the level or representativeness of the four EE designated groups in the GLPA. Where gaps remain, special measures may be used to maintain or increase the representation of EE groups.

With your consent, the self-declaration information may be used in appointment processes where belonging to an EE group is an eligibility, screening or selection criterion: an area of selection may be restricted to target specific EE groups, or expanded to include additional EE group members, and belonging to an EE group can be established as an organizational need in the merit criteria.

### **B. EE Self-Declaration and Self-Identification**

#### **What is the difference between self-declaration and self-identification?**

Self-declaration is the term the GLPA uses to determine eligibility, screen or select candidates, and for statistical purposes (reports, analysis and special studies). The self-declaration information collected from candidates in selection processes may also be used for compiling workforce representation figures to report to federal government authorities.

Self-identification is used for the collection of EE data from **employees** outside of selection processes, under the authority of the EEA, for the statistical purposes of analyzing and monitoring the progress of EE groups in the GLPA and for reporting workforce representation figures to federal government authorities.



## Do I have to fill out the self-identification form if I am selected?

If you are selected for employment to a position with the GLPA, the EEA requires **that upon hiring and at any time an employee requests it, he or she be given a self-identification form.** Similar to the self-declaration form, the self-identification form asks if you belong to one or more EE groups.

Completion of the self-identification form is voluntary. You are encouraged to use the organization's self-identification form to self-identify, when hired, for statistics on workforce representation.

## If I am selected, what is my EE self-declaration information used for?

For a selection process where EE was used to determine eligibility, or where being a member of an EE group is established as an organizational need in the merit criteria, if you have selected:

### **Purpose 1 - Selection processes and statistics related to selection and EE Workforce Representation:**

- Your self-declaration information will be considered as voluntary self-identification for the purposes set out in the EEA and will be used for statistical reporting on the representation of EE groups within the GLPA.
- Since the self-declaration information has been used for your selection, the information may be verified.

### **Purpose 2 - Statistics related to Selection and EE Workforce Representation:**

- Your self-declaration information will be considered as voluntary self-identification for the purposes set out in the EEA and will be used for statistical reporting on the representation of EE groups within the GLPA.
- You may change your self-identification information at any time by informing the hiring organization in writing or by requesting and completing the organization's self-identification form.

## C. Collection Purposes, Consent & Confidentiality

### What will the Great Lakes Pilotage Authority do with the information collected?

Self-declaration information is always collected for statistical purposes related to selection and workforce representation. For processes where EE is an eligibility, a screening or selection criterion, the information may be used for selection purposes. With respect to transparency, it is important that you understand and specifically agree to these uses by selecting one of the two purposes in the *Collection Purposes* section on the self-declaration form.

If you decide to self-declare, you are asked to choose between two collection purposes:

**Purpose 1: Selection processes and statistics related to Selections and EE Workforce Representation:** Your voluntary consent to this purpose allows us to use the information to determine your eligibility for **selection processes** aiming at increasing the representation of EE groups with the GLPA for:



a) **Screening or selection based on EE as a merit criterion:** When belonging to one or more of the EE groups has been established as an organizational need in the statement of merit criteria, EE may be applied as a merit criterion in a recruiting process and used for screening or selection.

When consenting to this purpose, you are also giving permission for your self-declaration information to be:

- disclosed to human resources personnel or hiring managers administering appointment processes to staff similar positions based on the results of this process, for possible future appointments.
- used for statistical purposes related to selection and EE workforce representation as described in Purpose 2.

Notes:

-Sub-group details are optional. If provided, this information will not be used for selection process purposes.

-If you do not select **Purpose 1**, you cannot be considered for jobs where belonging to an EE group is a condition for eligibility, or a screening or selection criterion, even if you are a member of that group.

**Purpose 2: Statistics related to Selections and EE Workforce Representation.** With your consent, the collected information is used for:

**a) Statistics related to Selections**

- For all selection processes, self-declaration information is collected for statistics related to selections (reports, analysis and special studies) to analyze information on candidates who belong to EE groups, to measure the success rate of EE groups through the selection process, to monitor and report on the number of EE candidates appointed; and
- The information collected will be stored in accordance with the GLPA's Directive AD-004 *Privacy Statement*.

**b) Statistics related to EE Workforce Representation**

- The self-declaration information collected is also used to compile statistics on the composition of EE groups in the Public Service workforce, and for reporting to federal government entities under the EEA at an aggregate level. Your response is **voluntary**.

## Protection of personal information

The personal information collected during this process is protected under the *Privacy Act* and you can be assured that it will not be used for unauthorized purposes.



Please note that information regarding the fact that EE has been used as merit criterion (organizational needs) may be shared during the selection process.

## **D. Legal Authorities and Additional Information**

### **What are the legal authorities for the collection of EE self-declaration information?**

Self-declaration information is collected in accordance with the *Privacy Act* and under the authority of the *Public Service Employment Act* (sections 11, 23, 30, 34, 36, 64), the *Employment Equity Act* (subsection 4(4) and sections, 5 and 9), and the *Canadian Human Rights Act* (section 16), and is protected under the *Privacy Act*.