

APPENDIX A - PRIVACY NOTICE STATEMENT

Transport Canada (TC) is committed to protecting the privacy rights of individuals and safeguarding the personal information under its control. "Personal information" is defined as any information, in any form, about an identifiable individual; refer to section 3 of the [Privacy Act](#) for further details regarding personal information.

Personal information collected by TC is protected from disclosure to unauthorized persons and/or agencies subject to the provisions of the *Privacy Act*. Individuals have the right to the protection of and access to their personal information and to request corrections where the individual believes there is an error or omission. Individuals may contact the Department's Access to Information and Privacy Protection Division to request corrections.

The Aviation Language Proficiency Program (ALPP) has been developed in order to provide means by which to assess the language proficiency of candidates applying for a Canadian aviation document. Recording of formal language proficiency demonstrations is required to ensure standardization of the program.

The information requested is required by the Department for the purpose of confirming the language proficiency level awarded and will be used to ensure standardization of the program.

The information is collected Personal information is collected pursuant to section 4.9 of the *Aeronautics Act* and Part IV of the *Canadian Aviation Regulations - Personnel Licensing and Training - Subpart 1 - Flight Crew Permits, Licenses and Ratings*.

Provision of the information requested in this document is voluntary and you may, without prejudice, decline to respond. Should you decide to complete the formal language proficiency demonstration, it is important to know that the submission of your information constitutes consent to the collection and use of your personal information.

Completion of the formal language proficiency demonstration constitutes your consent to the collection, use, and disclosure of the information provided herein, subject to certain exemptions and exceptions as per the *Privacy Act*.

This information is required by Transport Canada. If you do not authorize the recording of the formal language proficiency demonstration Transport Canada will be unable to process your request for a Canadian aviation document.

Your personal information will be shared with Transport Canada for the purpose of standardization. Your personal information will not be used for any secondary purpose without first obtaining your explicit consent. The personal information collected will be destroyed at the age of one hundred or when the individual dies.

Personal information will be protected under the provisions of the *Privacy Act* and is described in TC's Personal Information Bank TC PPU 005 which is detailed in TC Info Source Chapter at <http://www.tc.gc.ca/>.

Individuals have the right to file a complaint with the [Privacy Commissioner of Canada](#) regarding the institution's handling of their personal information.

By providing your personal information, you acknowledge that you have read and understood this statement and consent to the Department's collection, use and disclosure of your personal information

Name and Signature of Candidate

Date [YY/MM/DD

APPENDIX B - IDENTIFICATION CONFIRMATION FORM

I, _____ (name of candidate in print), confirm that the information provided on this form is accurate, that I have read the *Privacy Notice Statement* for the Request to Record Aviation Language Proficiency Demonstrations and that I consent to the recording of this aviation language proficiency demonstration for the purpose of assessing my level of aviation language proficiency.

_____	_____
Signature of Candidate	Phone number
_____	_____
E-mail address	Date of most recent language proficiency demonstration

I, _____ (name of Verifier in print), certify, after proper verification, that the candidate for the Aviation language proficiency demonstration is _____ (applicant name), file number _____.

Name of FTU/Air Operator requesting demonstration: _____

Documents used to confirm identity:

- 1. _____
- 2. _____

_____	_____
Signature of Verifier	File number of verifier
_____	_____
Verifier's e-mail address and phone number	Date [YY/MM/DD]

Proposed date and time for language proficiency demonstration: _____

Means of contact: _____