

## User Terms and Conditions

*These terms and conditions govern your use of this database; by using this database, you accept these terms and conditions in full. If you disagree with these terms and conditions or any part of these terms and conditions, you must not use this database.*

*You must be at least 18 years of age to use this database. By using this database and by agreeing to the these terms and conditions you warrant and represent that you are at least 18 years of age.*

### LICENSE TO USE DATABASE:

Unless otherwise stated, Autism Nova Scotia and/or it's licensors (Respite Services across Nova Scotia) own the intellectual property rights in the database and all material on the database. Subject to the license below, all these intellectual property rights are reserved.

You may view, download or print pages from the database for your own personal use, subject to the restrictions set out below and elsewhere in these terms and conditions.

You must not:

- Republish material from the database (including republication on another website);
- Sell, rent or sub-license material from the database;
- Show any material from the database in public, unless approved by host agency.
- Reproduce, duplicate, copy or otherwise exploit material on this database for a commercial purpose;
- Edit or otherwise modify any material on the database; or
- Redistribute material from the database [except for content specifically and expressly made available for redistribution.

### RESOURCES:

Resources are made available for individuals/families and respite providers to access at any point to support them in the respite process, help them collect the appropriate information from respite providers and to provide additional information and support strategies to better support individuals with varying abilities.

Resources are to be used for personal use only and are only to be shared in the context of Respite Support. Autism Nova Scotia has made these resources available to download, they must not be altered in any way. If you require a resource that is not available, please reach out to the Respite Services host agency (Autism Nova Scotia) so we create such resource.

### RESPONSIBILITY:

**Respitens.ca** is a resource to connect respite providers with families seeking respite support. Autism Nova Scotia and its Respite Services Organizations are not responsible for facilitating interviews between respite providers and families. It is the responsibility of the individual/family to reach out and arrange an interview as well as collect updated documentation you may require.

Autism Nova Scotia and its Respite Services Organizations collect the following documentation upon respite provider registration. However, there is no guarantee that these documentations are updated or current.

- Criminal Record Check with Local Police and Vulnerable Sector Check
- Child Abuse Registry Check
- Resume
- First Aid
- Reference Checks
- Respite Services Training and Orientation

If you require updated documentation, or additional training it is the responsibility of the individual/family to request and collect that information.

#### **CONSENT:**

We will obtain appropriately informed consent, as required by law, for any collections, uses or disclosures of personal information obtained via this website.

#### **SHARING PERSONAL INFORMATION:**

By submitting your information, your request for service implies consent for respitens.ca to collect, use and disclose your personal information for purposes related to responding to your respite needs. Consent may be implied or expressed. Consent may be provided orally, electronically or in writing.

#### **With your consent, we may share information with third parties including:**

- other agencies, professionals, and others who are involved in your care and treatment.
- other agencies and professionals who provide services and supports that may be able to respond to your needs.
- other individuals you identify as contacts, such as family members

#### **We may disclose information without your consent:**

- for legally necessary disclosures ordered by a subpoena or required to notify authorities in situations of suspected abuse, neglect, or imminent harm; or
- if required by The Ministry of Community and Social Services or the Ministry of Child and Youth Services

Should you register for contracted respite supports & services, you are agreeing to keep any respite family/individual profile information you receive confidential, unless you receive consent from the family and individual to share the information.

#### **USER SECURITY:**

**Respitens.ca** is committed to protecting the privacy, confidentiality, and security of your personal information in any form. We store personal information in paper or electronic files. We protect these files by physical and electronic security measures appropriate to the nature of the information, and we allow access only by authorized personnel.

## RETENTION, DISPOSAL AND DESTRUCTION OF PERSONAL INFORMATION:

The disposal and destruction of personal and health information will be performed with care. Precautions to prevent unauthorized parties from gaining access to information will be taken through providing access to appropriate users via a username and password.

Paper records are normally destroyed by secure means seven years after they are no longer required. Given that respitens.ca can provide service throughout an individual's lifetime, all electronic data holdings are held indefinitely (up to 99 years) in order to provide service and for longitudinal analyses.

## ACCURACY OF PERSONAL INFORMATION:

You have the right to request a change or amendment to your personal information if you believe the information in your file is inaccurate or incomplete.

## ACCESS TO PERSONAL INFORMATION:

You have the right to access your personal information and to correct the information if it is shown to be inaccurate. For more information about your right to access, please contact the host agency privacy contact in your local area.

## EXTERNAL LINKS:

This site contains links to other Web sites. When you click on links that take you to third party Web sites, you will be subject to the third parties' privacy practices and policies. While we support the protection of privacy on the Internet, we are not responsible for the contents of third-party web sites or for their privacy practices. We encourage our users to be mindful of this fact when they leave our site and to read the privacy statements of each and every Web site with which they interact.

## QUESTIONS OR CONCERNS REGARDING THE WEBSITE:

You have the right to inquire or complain if you have concerns about the way we handle your personal information. If you have questions or concerns about privacy at respitens.ca, please contact your respite coordinator at the following host agency:

<p><b>Thomas Reynolds</b> <i>Recreation &amp; Respite Coordinator (Adults)</i> Autism Nova Scotia 5945 Spring Garden Rd, Halifax, NS, B3H 1Y4 <b>Email:</b> treynolds@autismns.ca <b>Phone:</b> 902-446-4995 ext.24 (office) / 902-223-0938 (cell)</p>	<p><b>Caitlyn Temple</b> <i>Recreation &amp; Respite Coordinator (Child/Youth)</i> Autism Nova Scotia 5945 Spring Garden Rd, Halifax, NS, B3H 1Y4 <b>Email:</b> ctemple@autismns.ca <b>Phone:</b> 902-446-4995 ext.24 (office) / 902-223-0938 (cell)</p>
<p><b>Krista Pothier</b> <i>Western Respite Coordinator</i> Yarmouth Association for Community Residential Options 6 Thurston Street, Yarmouth, NS, B5A 4K5 <b>Email:</b> pothier.krista@yacro.com <b>Phone:</b> 902-742-9258</p>	<p><b>Amanda Smith- Robinson</b> <i>Northern Respite Coordinator</i> Northern Region Respite Services, Highland Community Residential Services 115 Maclean St -2nd Floor Bridgeview Square B2H 4M5 <b>Email:</b> nrrs@hcrsweb.ca <b>Phone:</b> 902-755-8217</p>

<p><b>Joy Polley</b> <b><i>Northern Region Assistant Respite Coordinator</i></b> Northern Region Respite Services Highland Community Residential Services 115 Maclean St -2nd Floor Bridgeview Square B2H 4M5 <b>Email:</b> jpolley@hcrsweb.ca <b>Phone:</b> 902-755-8216</p>	<p><b>Carla Jackson</b> <b><i>Cape Breton Respite Coordinator</i></b> Cape Breton Community Respite Society For Treatment of Autism 67 Lynch Drive, Sydney, NS, B1S 1V3 <b>Email:</b> autismres@ns.sympatico.ca <b>Phone:</b> 902-539-6685 / 902-577-8127</p>
---	---

**CHANGES TO THIS PRIVACY POLICY:**

We reserve the right to modify or supplement this Terms and Conditions Policy. A revised Terms and Condition Policy will only apply to personal information collected subsequent to its effective date.