

Contractors doing business with the Ontario Public Service (OPS) may be required to undergo a security screening check, as required by the OPS Contractor Security Screening Operating Policy. Where a security screening check is required, individuals performing work for the OPS, on behalf of a contractor, must have a security clearance before work can be undertaken.

The contractor screening check process is administered by the Contractor Security Screening Unit (CSS), Program and Policy Enablement Branch (PPEB), Supply Chain Ontario (SCO), Ministry of Government and Consumer Services (MGCS).

You will be asked to provide to CSS, SCO a criminal record check (CPIC check). You may obtain a criminal record check through an organization approved by the OPS (i.e. OPS Vendor of Record (VOR)).

Alternatively, a criminal record check can be obtained through a local police service/the Ontario Provincial Police (OPP), or an RCMP accredited third party agency.

All information collected as part of the screening check process will be maintained in confidence by CSS, SCO and will only be used for the purpose of assigning you a security clearance. A security clearance decision can only be made by CSS, SCO. CSS, SCO will only communicate your security clearance decision to your employer and will not provide any information obtained as part of the screening check process.

Questions about contractor security screening component of the procurement process can be directed to your ministry contact.

Further information can also be obtained by contacting Supply Chain Ontario, MGCS at:
doingbusiness@ontario.ca

Notice of Collection

Personal information provided in accordance with the security screening process will be collected and used by SCO for the purpose of conducting and assigning an Ontario Public Service contractor security screening clearance. The collection of personal information is authorized by the Contractor Security Screening Operating Policy, issued by the Management Board of Cabinet under section 3 of the *Management Board of Cabinet Act, RSO 1990, Chapter M-1*. Questions about the collection of personal information under this program may be directed to the Manager of Contractor Security Screening, Ministry of Government and Consumer Services at:

Contractor Security Screening, SCO,
222 Jarvis Street, 7th Floor,
Toronto ON M7A 0B6, or by email to
AskContractorScreening@ontario.ca.



Ontario Public Service Contractor Security Screening for General Checks



The Screening Check Process has a number of steps. They are as follows:

1. A representative from your organization (i.e. the Company Security Officer (CSO)) will provide you with information about obtaining a security clearance. Contractors requiring security screening will be required to obtain and pay for a general screening check (criminal record check – CPIC) from an organization approved by the OPS.

2. As part of the screening check process, you will be required to verify your identity. Identity verification can be completed electronically through the OPS VOR for security screening services by utilizing banking related information.

Alternatively, if you choose to use a local police service/OPP, or an RCMP accredited third party agency, your identity will be verified by providing two pieces of official identification that includes your name, date of birth and address information.

3. With your consent, an organization approved by the OPS will conduct a criminal record check through the Canadian Police Information Centre (CPIC) maintained by the Royal Canadian Mounted Police (RCMP). Your name and date of birth will be used to search for information about you relating to the offence provisions of federal legislation including the *Criminal Code (Canada)* and the *Controlled Drugs and Substances Act (Canada)*. The search will include records of previous convictions,

findings of guilt that have resulted in *absolute or conditional discharges*, as well as any outstanding charges and related information (e.g. an arrest warrant). In addition, if a driver's record check is required (when driving is a contract requirement), police records will be searched for information about convictions and unresolved charges laid under the *Ontario Highway Traffic Act*.

Where a record check reveals any of the information listed above, the RCMP may require further verification of your identity through fingerprint comparison before your criminal record can be released.

If you have resided outside of Canada for over six months in the past five years, an out-of-country police certificate is required and can be obtained through the OPS VOR or other service providers.

4. In addition, you will be asked to make a declaration about previous criminal convictions and outstanding charges. Information you supply will be used by CSS, SCO to compare against the results of the criminal record check (CPIC check). You will be asked to complete a consent form and declaration form prior to completing security screening checks.
5. By using the OPS VOR for security screening services, the security screening check results will be provided directly to CSS, SCO.

Alternatively, if you choose to use a local police service/OPP or RCMP accredited third party agency, the criminal record check report will be provided to you directly. The consent, declaration form and your original criminal record check report (issued within the past 90 days, on police service letterhead or certified by a police service) is provided to CSS, SCO in a sealed envelope marked confidential. The sealed envelope will be opened only by an authorized SCO security representative.

6. A CSS, SCO security representative will review your criminal record check information. You may be contacted to discuss the results of your criminal records check (CPIC) before a security clearance decision is made.
7. When a security clearance decision is made, CSS, SCO will notify the OPS representative assigned to work with the contractor, and the CSO will be informed.
8. Under the OPS policy, you are required to provide written disclosure to CSS, SCO within five business days of any charges laid against you subsequent to your last security screening check.
9. All personal information obtained and collected by CSS, SCO will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*.