



## Authorization for Access to the Central Online Reporting System (CORS) and the micro-data for the Public Service Performance Management (PSPM) application

This form is the authorization provided by the Head of Human Resources to obtain access for individuals from their department or agency to the Central Online Reporting System (CORS) and the micro-data associated with the Public Service Performance Management (PSPM) application. This form covers the period from **September 1, 2021 to August 31, 2023** and must be completed and signed by the Head of Human Resources from your department or agency.

Please ensure that you are submitting the name of the primary person and a total of 2 alternates who will be accessing the CORS database. All other names currently on file will be deleted.

Organization:		
Name	E-mail	Responsible
		Primary
		Alternate
		Alternate

### TERMS AND CONDITIONS: USE AND DISCLOSURE OF PERSONAL INFORMATION

*The personal information in the files shall not be collected (received), used, disclosed or retained by the Client for purposes other than those identified in the purpose of the requested data above except with the consent of the individuals concerned or as permitted by the Privacy Act.*

*The Client will be responsible for confidentiality and integrity of the data accessed (including ensuring that aggregate data is not shown to a level that it may inadvertently identify an individual) as it is used, stored or transmitted and for compliance with the applicable legislation and [Treasury Board Secretariat policies](#).*

*Due to the sensitive nature of this information, the contents of the micro-data set are not to be disclosed to any foreign government organization (i.e. trans-border data flows are prohibited).*

*It is the responsibility of the Client to understand the data that they use, and to guard against making misinformed or incorrect interpretations of data or misinterpretations of information.*

*The access to micro-data, once provided, will be stored securely within the Client's organization at a level consistent with the protection level of the data itself. The micro-data will not be made available or transmitted to any other individuals or organizations.*

*The rights to use the micro-data may be revoked or terminated at any time by the Data Access Provider if the Client does not comply with these terms and conditions.*

I authorize the above-mentioned persons to access CORS micro-data relating to PSPM on behalf of my organization for the period of **September 1, 2021 to August 31, 2023**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Head of Human Resources

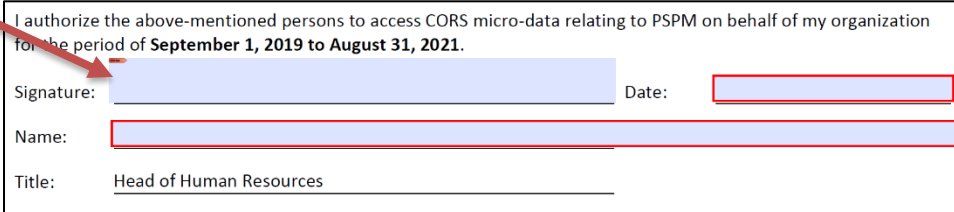
# Instructions

## Handwritten Signature

1. Fill the PDF;
2. Print the PDF;
3. Have the document signed by your Head of Human Resources;
4. Scan the document;
5. Send the scan to our generic email address ([PM-GR@tbs-sct.gc.ca](mailto:PM-GR@tbs-sct.gc.ca)) through your own generic email address.

## Digital Signature

1. Fill all the required fields within the PDF;
  - a. Please note that mandatory information has a red border.
2. Save the PDF;
3. Send the PDF by email to your Head of Human Resources;
4. Click on the “Signature” box;



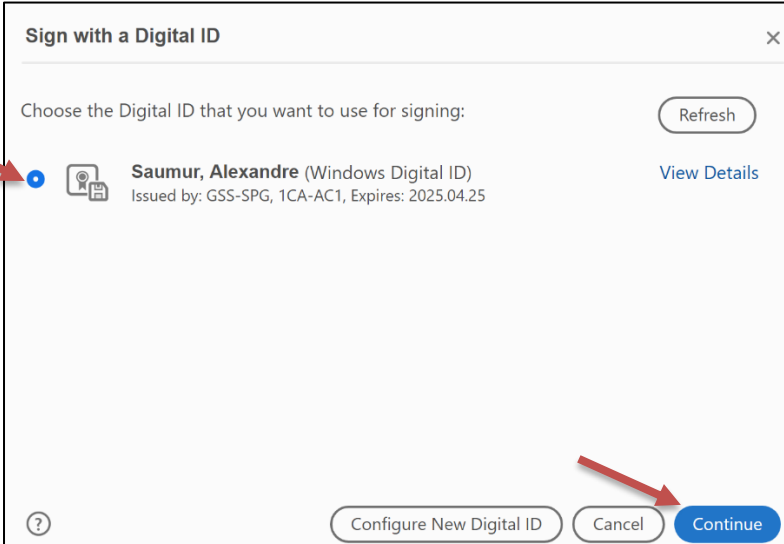
I authorize the above-mentioned persons to access CORS micro-data relating to PSPM on behalf of my organization for the period of **September 1, 2019 to August 31, 2021**.

Signature:  Date:

Name:


Title:

5. Select the appropriate **Digital ID** and click “Continue”;

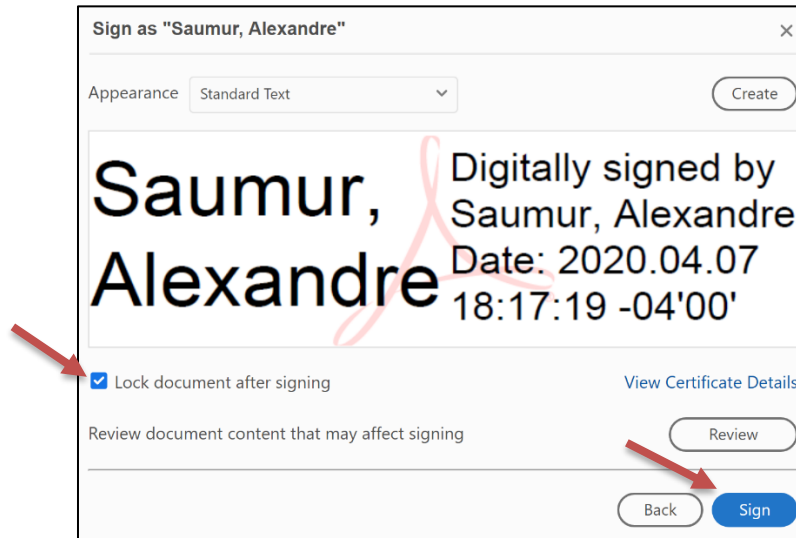


Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

 **Saumur, Alexandre** (Windows Digital ID)  
Issued by: GSS-SPG, 1CA-AC1, Expires: 2025.04.25 [View Details](#)

6. Check the option “Lock document after signing” to prevent any modifications within the PDF once signed;



7. Click on “Sign” and save the PDF;
8. Send the signed PDF to our generic email address ([PM-GR@tbs-sct.gc.ca](mailto:PM-GR@tbs-sct.gc.ca)) through your own generic email address.