



# Consent

## ▶▶ BACKGROUND INFORMATION: Can my employer view my training file on the ChAD Portal?

Your employer can view your training file if you have given them consent to do so.

Pursuant to the *Act respecting the protection of personal information in the private sector*, it is your decision to give someone consent to view your training file. To give your employer consent to view your training file, you must check the consent box in your profile.

## ▶▶ PROCESS



## PROCEDURE

1. Log in to the [ChAD Portal](#) and click on “Employments” and then “Profile.”

Welcome to the profile page.

Contact Info Academic Educations **Employments** Other orders or associations

### Your Employments

**Information**

This is your employment description.

Organization	Position/function	Start Date	End Date	Status	Main
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ADD AN EMPLOYMENT



## Information sheet Certified members, employers



2. Click on the pencil icon related to the job you wish to give your employer consent to view in your training file.

Welcome to the profile page.

Contact Info Academic Education Employments Other orders or associations

### Your Employments

Information

This is your employment description.

Organization	Position/function	Start Date	End Date	Status	Main
INSTITUT D'ASSURANCE DE DOMMAGES DU QUÉBEC					<input checked="" type="checkbox"/>
		2022-02-23			<input type="checkbox"/>
CHAMBRE DE L'ASSURANCE DE DOMMAGES					<input type="checkbox"/>

ADD AN EMPLOYMENT

3. Check the box to allow consent (in the yellow section at the top of the page).

hereby give consent to my employer [redacted] to access my training file during the current period.

This consent will allow my employer to:

1. Find out which training I have done;
2. Track my registrations and my progress;
3. Register me for online courses and manage these registrations.

My employer will not be able to view any exemptions noted in my training file or change the courses for which I have registered. I may withdraw this consent at any time.

In the general information section, the “Start date” box will be filled in automatically if you are a certified member. Simply click on “Save.”

### General Information

This is my main occupation

Start Date \*

End Date

Description




▶ Information sheet  
Certified members, employers




CHAMBRE  
DE L'ASSURANCE  
DE DOMMAGES

If the “Start date” does not appear in the General information section, add this date and then click on “Save.”

This is my main occupation

Start Date \*  

End Date  

Description