



Government  
of Canada

Gouvernement  
du Canada

# Info Source

**Sources of Federal  
Employee Information  
2004–2005**

Canada

# Info Source

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Employee Information  
2004–2005**

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[infosource.gc.ca](http://infosource.gc.ca)

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## INTRODUCTION

### A. Foreward

**Note:** This introduction to **Info Source** is in large print to assist persons with visual disabilities.

**Info Source: Sources of Federal Employee Information** will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the *Privacy Act*.

This publication is one of a series of four reference tools to assist you and other members of the public in exercising your rights under two Canadian laws - the *Access to Information Act* and the *Privacy Act*. The **Info Source** publications support the government's policy to explain and promote open and accessible information regarding its activities.

**Info Source** is comprised of the following publications:

**Info Source: Sources of Federal Employee Information:**

- contains information to help current and former federal government employees to locate personal information held by the government.
- is intended to help former and current government employees to exercise their rights under the *Privacy Act*.

**Info Source: Sources of Federal Government Information:**

- provides information about the Government of Canada, its organization and its information holdings.
- helps individuals determine which institution to contact about requesting information formally or informally.
- provides individuals who are not, and who have never been employees of the federal government, with relevant information to facilitate access to personal information about them held by a federal government institution subject to the *Privacy Act*.

**Info Source: The Access to Information Act and Privacy Act Bulletin:**

- provides statistical information about the number of Access to Information and Privacy requests on an annual basis and cumulative statistics since 1983.
- contains a summary of federal court cases related to Access to Information.

**Info Source: Directory of Federal Government Enquiry Points:**

- contains addresses and telephone numbers for federal departments and agencies subject to the *Access to Information Act* and/or the *Privacy Act*.
- Other institutions associated with the federal government are included to facilitate access.

**Info Source** is distributed to libraries, municipal offices and federal government offices across Canada.



However, it is helpful for you to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information accessible under each *Act* is different and there are different procedures to obtain it. The following pages describe the essential details.

## **B. Inside Info Source**

This **Info Source** publication has three main components:

### **Introduction**

The Introduction includes:

- a summary of the roles and responsibilities of the federal government institutions (**Section C – Roles and Responsibilities**) that are either responsible for the production of **Info Source** or are responsible for the provision of input to the **Info Source** publications;
- some essential points about the *Privacy Act* (**Section D**) and detailed information about the various categories of Personal Information Banks (PIBs) (**Section E**);
- directions on how to locate information by using **Info Source** (**Section F**);
- contact information if you wish to obtain a copy of any of the Info Source publications (**Section G**);
- information about the terms used throughout the book (**Section H – Glossary of Terms**); and
- a listing of Privacy Coordinators, which is organized in the same order as the Table of Contents, gives you the address and telephone number of all Privacy offices.

### **Standard Personal Information Banks (PIB)**

Standardized descriptions of personal information have been developed by Treasury Board to describe personal information that may be found in records commonly maintained by federal institutions and are included in this publication. Institutions may choose to register and declare one or more of these standard Personal Information Banks rather than develop institution-specific PIBs.

### **Chapters**

There is one chapter for each federal government department or agency subject to the Privacy Act. Chapters are arranged in alphabetical order by the commonly used name of the institution. Each chapter contains a description of personal information relating to current and former employees of the institution, the purpose and intended use (consistent use) of the information, and a statement of how long the records containing the information are retained by the institution (retention), what happens to the records when no longer required by the institution (disposal which is either destruction or transfer to the Library and Archives Canada for permanent retention and the authority reference that permits the initiation of the disposition action (Retention Disposition Authority).

### **Using Info Source quickly and effectively**

#### **Determine the correct chapter**

Turn to the chapter of the department or agency you think has the information, and check the Personal Information Banks.

---

If you don't know if you have the correct department or agency, a telephone call, email or letter to any Privacy Coordinator's office should provide the answer.

### **For persons with disabilities**

Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Privacy Coordinator's office.

## **C. Roles and Responsibilities**

### **Treasury Board Secretariat of Canada (TBS)**

In accordance with the *Privacy Act*, Treasury Board is responsible for the annual publication of an index of personal information that will both serve to keep the public informed of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the *Privacy Act*. Treasury Board Secretariat fulfils these requirements through the annual publication of **Info Source**.

Info Source is distributed to libraries, municipal offices and federal government offices across Canada.

### **Library and Archives Canada (LAC)**

Under the *Library and Archives Canada Act (2004)*, the Library and Archives Canada is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Through the Government Records Disposition Program, the Librarian and Archivist of Canada issues Records Disposition Authorities (RDA) to enable government institutions to dispose of records which no longer have operational value, either by permitting their destruction (at the discretion of institutions), by requiring their transfer to the Library and Archives Canada, or by agreeing to their alienation from the control of the Government of Canada.

Questions concerning the application or interpretation of the Multi-Institutional Disposition Authorities may be addressed to the Information Management Centre of the Library and Archives Canada (LAC) at (613) 944-IMGI (4644) or by e-mailing [imgi@lac-bac.gc.ca](mailto:imgi@lac-bac.gc.ca).

The Library and Archives Canada ([www.collectionscanada.ca/](http://www.collectionscanada.ca/)) provides guidelines on retention periods for common administrative records on their Internet site at [http://www.collectionscanada.ca/information-management/06\\_e.html](http://www.collectionscanada.ca/information-management/06_e.html).

### **Individual Institutions**

Government institutions are required to provide details about personal information banks as well as descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the *Access to Information Act* and *Privacy Act*. Each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/records are managed within an established life cycle. It is incumbent upon each government institution

to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA. Accountability regarding the decision to destroy records, once a Records Disposition Authority (RDA) has been established, and the timing of records destruction rests with individual government institutions.

Each federal institution has a Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.

Coordinators may be contacted in person, by telephone, e-mail, letter or through the submission of a completed Privacy Request Form.

### **Privacy Commissioner**

The Privacy Commissioner is an ombudsman with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner may also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response. If the Privacy Commissioner recommends that you be given access to records and the institution still refuses, an appeal may be made to the Federal Court.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court -Trial Division for a review of the matter.

You may write or call the Privacy Commissioner's office at:

### **Office of the Privacy Commissioner**

Place de Ville, 3<sup>rd</sup> Floor, Tower B  
112 Kent Street  
Ottawa ON K1A 1H3

General Enquiries .....(613) 995-8210  
Fax.....(613) 947-6850  
Toll-free.....1-800-282-1376  
TTY.....(613) 992-9190  
Web Site .....[www.privcom.gc.ca](http://www.privcom.gc.ca)

## **D. Privacy Act**

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

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**Most information is available when you ask**

Most of your personal information is available to you at your request. This **Info Source** publication has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

**Types of personal information held**

You probably already know about many of the programs and operations of the government that use personal information such as income tax at Canada Customs and Revenue Agency, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Social Development Canada.

**Exclusions:** The Access to Information Act does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

**Note:** The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

**Some personal information is confidential**

The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

**Safeguarding personal information**

The protection of your personal information and privacy is a very important aspect of the *Privacy Act*. The *Act* states how and when the government may collect, store and dispose of personal information. It also covers specifically why and how the information may be used or given out, as well as who may use or receive it.

**Giving out information**

The government may only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena. Such disclosures are discretionary and are subject to any other Act of Parliament.

**E. Personal Information Banks**

Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information that has been or is being used, or is available for use for an administrative purpose.

The three types of Personal Information Banks contained within **Info Source: Sources of Federal Employee Information** relate only to current and former Government of Canada employees and they are as follows:

**Standard Employee Banks:** There are a number of Employee Related Standard Personal Information Banks (Standard Employee Banks) that describe personal information contained in records commonly maintained by most government institutions about their employees. Institutions may require several or all of these Standard Banks to describe the personal information contained within their records. The Standard Banks describe information about such activities as pay and benefits, training and development, performance, etc.

**Central Banks:** These records and their related banks are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. They describe information about employees from all or several government institutions.

**Particular Banks:** Particular Banks describe personal information about employees that is specific to the requirements of each department or agency and is held within their record keeping systems.

The other types of Personal Information Banks (PIB) relate to members of the general public or a combination of members of the general public and federal employees (current and former). These PIBs are contained the complementary volume to this publication -- **Info Source: Sources of Federal Government Information**, which is available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

**Standard Banks:** There are a number of Standard Personal Information Banks (Standard Banks) that describe personal information contained in records commonly maintained by most government institutions. Institutions may require several or all of these Standard Banks to describe the personal information contained within their records. The Standard Banks describe information about such activities as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc.

These Standard Banks are identified with the unique identifier "PSU" Giving out information

**Particular Banks:** describe personal information about members of the general public, contained in the records of the particular institution declaring that PIB. In addition, this type of Personal Information Bank may describe personal information about members of the general public and federal employees (current and former).

These Personal Information Banks are identified with the unique identifier "PPU".

**Standard Banks:** There are a number of Standard Personal Information Banks (Standard Banks) that describe personal information contained in records commonly maintained by most government institutions. Institutions may require several or all of these Standard Banks to describe the personal information contained within their records. The Standard Banks describe information about such activities as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc.

These Standard Banks are identified with the unique identifier "PSU".

## F. How to Apply

### Privacy Act

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: [www.tbs-sct.gc.ca/tbsf-fsct\\_e.html](http://www.tbs-sct.gc.ca/tbsf-fsct_e.html)).
- Fill out the form and identify yourself in such a way that the government may verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- Send the form to the Privacy Coordinator of the appropriate department or agency.

There is no charge to apply for information under the *Privacy Act*.

### To change the information

If you believe the information that a federal institution has on file about you is untrue or misleading, you may ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

### Turnaround time

Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed. *Privacy Act*

## G. Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact:

### Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8th Floor, East Tower  
140, O'Connor Street, Ottawa (Ontario) K1A 0R5

General Enquiries.....	(613) 957 2400
Publications.....	(613) 995 2855
Fax .....	(613) 996 0518
TTY .....	(613) 957 9090
General Library Reference .....	(613) 996 5494
E-Mail .....	<a href="mailto:infosource@tbs-sct.gc.ca">infosource@tbs-sct.gc.ca</a>
Web Site.....	<a href="http://www.tbs-sct.gc.ca">www.tbs-sct.gc.ca</a>

If you would like a copy of the **Directory of Federal Government Enquiry Points or the Access to Information Act and Privacy Bulletin**, please contact:

**Treasury Board Distribution Centre**

L'Esplanade Laurier, Room P-140, Level P-1W  
 300 Laurier Avenue West  
 Ottawa ON K1A 0R5

Telephone .....(613) 995 2855  
 Fax.....(613) 996 0518  
 E-Mail.....Services-Distribution@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government** Information or **Sources of Federal Employee** Information, please contact:

**Publishing and Depository Services**

Public Works and Government Services Canada  
 Ottawa ON K1A 0S5

E-Mail.....publications@pwgsc.gc.ca  
 Telephone .....(613) 941-5995  
 Telephone Toll-free .....1-800-635-7943 (Canada & US)  
 Fax.....(613) 954-5779  
 Fax Toll-free .....1-800-565-7757 (Canada & US) Web  
 Site .....http://publications.gc.ca

All four **Info Source** publications are also available free of charge on the Internet at:  
[www.infosource.gc.ca](http://www.infosource.gc.ca)

**Note:** *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages that follow.

**H. Useful Terms**

<b>GLOSSARY OF TERMS</b>	
<b>TERM</b>	<b>DEFINITION</b>
Privacy Coordinator	Most federal government institutions have a Privacy Coordinator. The Coordinators' offices are staffed by people to answer questions and help identify the records or information you wish to see.
Administrative Purpose	The use of personal information in a decision making process that directly affects the individual(s) to whom the information relates.
Bank or PIB Number	A unique identifying number created for each Personal Information Bank. This number is assigned by each institution as a finding tool to link the PIB to the records and information maintained in their information management system.

<b>GLOSSARY OF TERMS</b>	
<b>TERM</b>	<b>DEFINITION</b>
Data Matching	<p>An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.</p> <p>This category was created to ensure that government departments and agencies account for all personal information that they hold.</p>
Information Life Cycle	<p>The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information by an institution. The life cycle includes the organization,</p> <p>retrieval, use, accessibility, dissemination and transmission; storage, maintenance and protection; and disposition and preservation of information.</p>
Multi-Institutional Disposition Authority (MIDA)	<p>A Records Disposition Authority granted by the Librarian and Archivist of Canada to government institutions on a multi-institutional basis. A MIDA relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions. MIDAs are designed to eliminate the need for government institutions individually to prepare submissions for and negotiate agreements with the National Archivist for records that have similar administrative or operational status.</p>
Personal Information Bank (PIB)	<p>Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies.</p> <ul style="list-style-type: none"> <li>• The <i>Privacy Act</i> requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person.</li> <li>• Personal Information Banks must include personal information that has been or is being used, or is available for use for an administrative purpose.</li> </ul>



## GLOSSARY OF TERMS

TERM	DEFINITION
Program Records	Descriptions of the records and information created, captured and used by each federal government institution in support of its mandate. Program Records provide pointers to information usually held by federal government departments or agencies in their record keeping system. The Program Record descriptions identify the subject areas covered by an institution's functions, programs and activities.
Program Record Number	<p>A unique identifying number created for each Program Record description.</p> <ul style="list-style-type: none"> <li>• This number is assigned by each institution as a finding tool to access the information contained in their records.</li> </ul>
Records Disposition Authority (RDA)	The instrument that the Librarian and Archivist of Canada issues to enable government institutions to dispose of records which no longer have operational or other utility. There are three disposition methods – destroying the records (at the discretion of institutions), transferring historical records to the control of the Library and Archives of Canada or the removal of records from the control of the Government of Canada, i.e. transferring them to a Special Operating Agency or other level of government.
Retention and Disposal Standards	A timetable for the length of time institutional information/record is maintained under the control of the institution. These standards also indicate the disposition method to be applied to institutional records when no longer required to meet operational, legal or other requirements, and when the RDA may be applied for final disposition.
Standard Personal Information Banks	<p>Standard Personal Information Banks (PIBs) have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.</p> <p>Federal departments and agencies may declare one or all of the Standard Program Records within their chapters instead of developing institution-specific program record descriptions.</p>

## Access to Information and Privacy Coordinators

### **Agriculture and Agri-Food Canada**

Amanda Coderre  
Access to Information and Privacy  
Coordinator  
Sir John Carling Building, Room 801  
930 Carling Avenue  
Ottawa, Ontario K1A 0C5

Tel: (613) 694-2496  
Fax: (613) 759-6728  
coderream@agr.gc.ca

### **Atlantic Canada Opportunities Agency**

Claudia Gaudet  
Access to Information and Privacy Coordinator  
Blue Cross Centre  
644 Main Street  
P.O. Box 6051  
Moncton, New Brunswick E1C 9J8

Tel: (506) 851-3845  
Other Tel: (1-800) 561- 7862  
Fax: (506) 851-7403  
claudia.gaudet@acoa-apeca.gc.ca

### **Atlantic Pilotage Authority Canada**

Elaine Lockhart  
Access to Information and Privacy Coordinator  
Cogswell Tower, Suite 910  
2000 Barrington Street  
Halifax, Nova Scotia B3J 3K1

Tel: (902) 426-0699  
Other Tel: (902) 426- 2550  
Fax: (902) 426-7333  
elockhart@atlanticpilotage.com

### **Bank of Canada**

Colleen Leighton  
Access to Information and Privacy Coordinator  
4th Floor, West Tower  
234 Wellington Street  
Ottawa, Ontario K1A 0G9

Tel: (613) 782-7104  
Fax: (613) 782-7317  
cleighton@bankofcanada.ca

### **Belledune Port Authority**

Luc Forcier  
Access to Information and Privacy Coordinator  
112 Shannon Drive  
Belledune, New Brunswick E8G 2W2

Tel: (506) 522-1202  
Fax: (506) 522-0803  
forcier@portofbelledune.ca

### **Blue Water Bridge Authority**

Mary Teft  
Access to Information and Privacy Coordinator  
1 Bridge Street  
Point Edward, Ontario N7V 4J5

Tel: (519) 336-2720  
Fax: (519) 336-7622  
mteft@bwba.org

### **British Columbia Treaty Commission**

Mark Smith  
Access to Information and Privacy Coordinator  
Suite 203  
1155 West Pender Street  
Vancouver, British Columbia V6E 2P4

Tel: (604) 482-9213  
Other Tel: (604) 803- 2240  
Fax: (604) 482-9222  
mark\_smith@bctreatycommission.bc.ca

### **Business Development Bank of Canada**

Robert D. Annett  
Access to Information and Privacy Coordinator  
Suite 400  
5 Place Ville-Marie  
Montreal, Quebec H3B 5E7

Tel: (514) 283-3554  
Fax: (514) 283-9731  
Bob.annett@bdc.ca

### **Canada Border Services Agency**

Paul Colpitts  
Access to Information and Privacy Coordinator  
11th Floor Albion Tower  
25 Nicholas Street  
Ottawa, Ontario K1A 0L5

Tel: (613) 688-9032  
Fax: (613) 941-9395  
Paul.Colpitts@ccra-adrc.gc.ca

**Canada Council for the Arts**

Irène Boilard  
Access to Information and Privacy Coordinator  
9th Floor  
350 Albert Street  
P.O. Box 1047  
Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext.4261  
Fax: (613) 566-4430  
irene.boilard@canadacouncil.ca

**Canada Deposit Insurance Corporation**

Chantal M. Richer  
Access to Information and Privacy Coordinator  
17th Floor  
50 O'Connor Street  
Ottawa, Ontario K1P 5W5

Tel: (613) 996-2082  
Fax: (613) 996-6095  
cricher@cdic.ca

**Canada Economic Development for Quebec Regions**

Andrée Narbonne  
Access to Information and Privacy Coordinator  
P.O. Box 247  
800 Victoria Square, Suite 3800  
Montreal, Quebec H4Z 1E8

Tel: (514) 283-8418  
Fax: (514) 283-9679  
andree.narbonne@dec-ced.gc.ca

**Canada Firearms Centre**

James Deacon  
Access to Information and Privacy Coordinator  
10th Floor  
50 O'Connor Street  
Ottawa, Ontario K1A 1M6

Tel: (613) 952-5082  
Fax: (613) 954-9426  
James.deacon@cfc-cafc.gc.ca

**Canada Industrial Relations Board**

Christine Brûlé-Charron  
Access to Information and Privacy Coordinator  
C.D. Howe Building  
4th Floor West  
240 Sparks Street  
Ottawa, Ontario K1A 0X8

Tel: (613) 947-5421  
Fax: (613) 947-5407  
cbrulecharron@cirb-ccri.gc.ca

**Canada Lands Company Limited**

Fiorina Guido  
Access to Information and Privacy Coordinator  
Suite 1500  
200 King Street West  
Toronto, Ontario M5H 3T4

Tel: (416) 952-6194  
Fax: (416) 952-6200  
fguido@clc.ca

**Canada Mortgage and Housing Corporation**

D.V. Tyler  
Access to Information and Privacy Coordinator  
700 Montreal Road  
Ottawa, Ontario K1A 0P7

Tel: (613) 748-2892  
Fax: (613) 748-4098  
dvt Tyler@cmhc-schl.gc.ca

**Canada Post Corporation**

Richard A. Sharp  
Privacy Coordinator  
Suite N0643  
2701 Riverside Drive  
Ottawa, Ontario K1A 0B1

Tel: (613) 734-6871  
Fax: (613) 734-7329  
richarda.sharp@canadapost.ca

**Canada Revenue Agency**

Danielle Jean-Venne  
Access to Information and Privacy Coordinator  
11th Floor Albion Tower  
25 Nicholas Street  
Ottawa, Ontario K1A 0L5

Tel: (613) 688-9065  
Fax: (613) 941-9395  
danielle.jean-venne@ccra-adrc.gc.ca

**Canada School of Public Service**

Andrée LaRose  
Access to Information and Privacy Coordinator  
Room B-3  
373 Sussex Drive  
Ottawa, Ontario K1N 6Z2

Tel: (613) 995-6004  
Fax: (613) 995-0331  
andree.larose@csps-efpc.gc.ca

**Canada Science and Technology Museum Corporation**

Ian MacLeod  
 Access to Information and Privacy Coordinator  
 P.O. Box 9724 Station T  
 2380 Lancaster Road  
 Ottawa, Ontario K1G 5A3

Tel: (613) 991-6390  
 Fax: (613) 998-7759  
 imacleod@technomuses.ca

**Canada-Newfoundland Offshore Petroleum Board**

Mike Baker  
 Access to Information and Privacy Coordinator  
 5th Floor  
 140 Water Street  
 St. John's, Newfoundland A1C 6H6

Tel: (709) 778-1464  
 Fax: (709) 778-1473  
 mbaker@cnopb.nf.ca

**Canada-Nova Scotia Offshore Petroleum Board**

Michael S. McPhee  
 Access to Information and Privacy Coordinator  
 6th Floor TD Centre  
 1791 Barrington Street  
 Halifax, Nova Scotia B3J 3K9

Tel: (902) 422-5588  
 Fax: (902) 422-1799  
 mmcphree@cnsopb.ns.ca

**Canadian Air Transport Security Authority**

Renée Fairweather  
 Access to Information and Privacy Coordinator  
 13th Floor  
 99 Bank Street  
 Ottawa, Ontario K1P 6B9

Tel: (613) 998-4527  
 Fax: (613) 991-6726  
 renee.fairweather@catsa-acsta.gc.ca

**Canadian Artists and Producers Professional Relations Tribunal**

Josée Dubois  
 Access to Information and Privacy Coordinator  
 1st Floor West  
 240 Sparks Street  
 Ottawa, Ontario K1A 1A1

Tel: (613) 996-4053  
 Fax: (613) 947-4125  
 dubois.josée@cappprt-tcrpap.gc.ca

**Canadian Centre for Occupational Health and Safety**

Bonnie Easterbrook  
 Access to Information and Privacy Coordinator  
 250 Main Street East  
 Hamilton, Ontario L8N 1H6

Tel: (905) 572-2981 Ext.4401  
 Fax: (905) 572-2206  
 bonnie@ccoohs.ca

**Canadian Commercial Corporation**

Sharon Fleming  
 Access to Information and Privacy Coordinator  
 Suite 1100  
 50 O'Connor Street  
 Ottawa, Ontario K1A 0S6

Tel: (613) 943-0953  
 Fax: (613) 995-2121  
 sfleming@ccc.ca

**Canadian Cultural Property Export Review Board**

Catherine Jensen  
 Access to Information and Privacy Coordinator  
 3rd Floor  
 15 Eddy Street  
 Gatineau, Quebec K1A 0M5

Tel: (819) 997-8933  
 Fax: (819) 997-7757  
 Catherine\_Jensen@pch.gc.ca

**Canadian Dairy Commission**

Amanda Coderre  
 Access to Information and Privacy Coordinator  
 Sir John Carling Building, Room 801  
 930 Carling Avenue  
 Ottawa, Ontario K1A 0C5

Tel: (613) 694-2496  
 Fax: (613) 759-6728  
 coderream@agr.gc.ca

**Canadian Environmental Assessment Agency**

Nancy Shipman  
Acting/Access to Information and Privacy  
Coordinator  
Place Bell Canada, 22nd Floor  
160 Elgin Street  
Ottawa, Ontario K1A 0H3

Tel: (613) 957-0712  
Fax: (613) 957-0946  
nancy.shipman@ceaa-acee.gc.ca

**Canadian Food Inspection Agency**

Debbie Taylor  
Access to Information and Privacy Coordinator  
Room 2323E  
59 Camelot Drive  
Ottawa, Ontario K1A 0Y9

Tel: (613) 225-2342 Ext.4728  
Fax: (613) 228-6639  
taylorda@inspection.gc.ca

**Canadian Forces Grievance Board**

Martine Pelletier  
Access to Information and Privacy Coordinator  
8th Floor  
60 Queen Street  
Ottawa, Ontario K1P 5Y7

Tel: (613) 992-7615  
Fax: (613) 996-6491  
pelletierm@cfgb-cgfc.gc.ca

**Canadian Grain Commission**

Amanda Coderre  
Access to Information and Privacy Coordinator  
Sir John Carling Building, Room 801  
930 Carling Avenue  
Ottawa, Ontario K1A 0C5

Tel: (613) 694-2496  
Fax: (613) 759-6728  
coderream@agr.gc.ca

**Canadian Heritage**

E.W. Aumand  
Access to Information and Privacy Coordinator  
3rd Floor  
25 Eddy Street  
Gatineau, Quebec K1A 0M5

Tel: (819) 997-2894  
Fax: (819) 953-9524  
Ernie\_aumand@pch.gc.ca

**Canadian Human Rights Commission**

Lucie Veillette  
Access to Information and Privacy Coordinator  
Canada Place, 8th Floor  
344 Slater Street  
Ottawa, Ontario K1A 1E1

Tel: (613) 943-9505  
Fax: (613) 941-6810  
Lucie.veillette@chrc-ccdp.ca

**Canadian Human Rights Tribunal**

Greg Miller  
Access to Information and Privacy Coordinator  
11th Floor  
160 Elgin Street  
Ottawa, Ontario K1A 1J4

Tel: (613) 995-1707  
Fax: (613) 995-3484  
gmiller@chrt-tcdp.gc.ca

**Canadian Institutes of Health Research**

Guy d'Aloisio  
Access to Information and Privacy Coordinator  
Address Locator 4809A  
Room 97, 160 Elgin Street  
Ottawa, Ontario K1A 0W9

Tel: (613) 954-1941  
Fax: (613) 954-1800  
gdaloisio@cihr-irsc.gc.ca

**Canadian International Development Agency**

Andrée Miller  
Access to Information and Privacy Coordinator  
Place du Centre, 12th Floor  
200 Promenade du Portage  
Gatineau, Quebec K1A 0G4

Tel: (819) 997-0846  
Fax: (819) 953-3352  
andree\_miller@acdi-cida.gc.ca

**Canadian International Trade Tribunal**

Susanne Grimes  
Access to Information and Privacy Coordinator  
333 Laurier Avenue West  
Ottawa, Ontario K1A 0G7

Tel: (613) 993-4717  
Fax: (613) 998-1322  
sgrimes@citt-tcce.gc.ca

**Canadian Museum of Civilization Corporation**

Mark O'Neill  
 Access to Information and Privacy Coordinator  
 100 Laurier Street  
 P.O. Box 3100, Station B  
 Gatineau, Quebec J8X 4H2

Tel: (819) 776-7115  
 Fax: (819) 776-7196  
 mark.oneill@civilization.ca

**Canadian Museum of Nature**

Greg Smith  
 Access to Information and Privacy Coordinator  
 P.O. Box 3443 Station D  
 Ottawa, Ontario K1P 6P4

Tel: (613) 566-4214  
 Fax: (613) 364-4021  
 gsmith@mus-nature.ca

**Canadian Nuclear Safety Commission**

Philip Dubuc  
 Access to Information and Privacy Coordinator  
 P.O. Box 1046 Station B  
 280 Slater Street  
 Ottawa, Ontario K1P 5S9

Tel: (613) 947-3709  
 Fax: (613) 995-5086  
 dubucp@cnsccsn.gc.ca

**Canadian Polar Commission**

John Bennett  
 Access to Information and Privacy Coordinator  
 Constitution Square, Suite 1710  
 360 Albert Street  
 Ottawa, Ontario K1R 7X7

Tel: (613) 943-0716  
 Fax: (613) 943-8607  
 bennettj@polarcom.gc.ca

**Canadian Radio-television and Telecommunications Commission**

Sylvie Locas  
 Access to Information and Privacy Coordinator  
 Les Terrasses de la Chaudière  
 1 Promenade du Portage, 5th Floor  
 Gatineau, Quebec K1A 0N2

Tel: (819) 997-4274  
 Fax: (819) 994-0218  
 sylvie.locas@crtc.gc.ca

**Canadian Security Intelligence Service**

Laurent Duguay  
 Access to Information and Privacy Coordinator  
 P.O. Box 9732 Station T  
 Ottawa, Ontario K1G 4G4

Tel: (613) 231-0506  
 Other Tel: (1-877) 995-9903  
 Fax: (613) 231-0672  
 jalbertn@smtp.gc.ca

**Canadian Space Agency**

Danielle Bourgie  
 Access to Information and Privacy Coordinator  
 6767 Airport Road  
 Saint-Hubert, Quebec J3Y 8Y9

Tel: (450) 926-4866  
 Fax: (450) 926-4878  
 danielle.bourgie@space.gc.ca

**Canadian Tourism Commission**

Paula Brennan  
 Access to Information and Privacy Coordinator  
 55 Metcalfe Street, Suite 600  
 Ottawa, Ontario K1P 6L5

Tel: (613) 946-1369  
 Fax: (613) 560-2923  
 brennan.paula@ctc-cct.ca

**Canadian Transportation Agency**

John Parkman  
 Access to Information and Privacy Coordinator  
 Jules Léger Building  
 15 Eddy Street  
 Gatineau, Quebec K1A 0N9

Tel: (819) 994-2564  
 Fax: (819) 997-6727  
 john.parkman@cta-otc.gc.ca

**Canadian Wheat Board**

Deborah Harri  
 Privacy Coordinator  
 423 Main Street  
 P.O. Box 816, Station Main  
 Winnipeg, Manitoba R3C 2P5

Tel: (204) 983-1752  
 Fax: (204) 984-7815  
 deborah\_harri@cwbc.ca

**Citizenship and Immigration Canada**

Heather Primeau  
Access to Information and Privacy Coordinator  
Narono Building  
360 Laurier Avenue West, 10th Floor  
Ottawa, Ontario K1A 1L1

Tel: (613) 946-0953  
Fax: (613) 957-6517  
heather.primeau@cic.gc.ca

**Commission for Public Complaints Against the Royal Canadian Mounted Police**

Kay R. Baxter  
Access to Information and Privacy Coordinator  
60 Queen Street, 3rd Floor  
P.O. Box 3423, Station D  
Ottawa, Ontario K1P 6L4

Tel: (613) 952-8040  
Fax: (613) 952-8045  
baxterk@cpc-cpp.gc.ca

**Copyright Board Canada**

Ivy Lai  
Access to Information and Privacy Coordinator  
56 Sparks Street, Suite 800  
Ottawa, Ontario K1A 0C9

Tel: (613) 952-8628  
Fax: (613) 946-4451  
lai.ivy@cb-cda.gc.ca

**Correctional Service of Canada**

Todd Sloan  
Access to Information and Privacy Coordinator  
Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0P9

Tel: (613) 943-5054  
Fax: (613) 995-4412  
sloantj@csc-scc.gc.ca

**Defence Construction Canada**

Danielle Richer  
Access to Information and Privacy Coordinator  
Constitution Square, 19th Floor  
350 Albert Street  
Ottawa, Ontario K1A 0K3

Tel: (613) 998-9534  
Fax: (613) 998-1218  
danielle.richer@dcc-cdc.gc.ca

**Department of Finance Canada**

Cynthia Richardson  
Access to Information and Privacy Coordinator  
21st Floor East Tower  
L'Esplanade Laurier  
140 O'Connor Street  
Ottawa, Ontario K1A 0G5

Tel: (613) 992-6923  
Fax: (613) 947-8331  
Richardson.Cynthia@fin.gc.ca

**Department of Foreign Affairs and International Trade**

Jocelyne Sabourin  
Access to Information & Privacy Coordinator  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario K1A 0G2

Tel: (613) 992-1487  
Fax: (613) 995-0116  
jocelyne.sabourin@dfait-maeci.gc.ca

**Department of Justice Canada**

Kerri Clark  
Access to Information and Privacy Coordinator  
1st Floor, 284 Wellington Street  
Ottawa, Ontario K1A 0H8

Tel: (613) 954-0617  
Fax: (613) 957-2303  
keclark@justice.gc.ca

**Environment Canada**

Helen Ryan  
Access to Information and Privacy Coordinator  
Les Terrasses de la Chaudiere  
27th Floor, 10 Wellington Street  
Gatineau, Quebec K1A 0H3

Tel: (819) 953-2743  
Fax: (819) 953-0749  
Helen.ryan@ec.gc.ca

**Export Development Canada**

Serge Picard  
Privacy Coordinator  
7th Floor  
151 O'Connor Street  
Ottawa, Ontario K1A 1K3

Tel: (613) 598-2899  
Fax: (613) 598-3113  
spicard@edc.ca

**Farm Credit Canada**

Veronica Bosche  
 Access to Information and Privacy Coordinator  
 1800 Hamilton Street  
 P.O. Box 4320  
 Regina, Saskatchewan S4P 4L3

Tel: (306) 780-8668  
 Fax: (306) 780-6704  
 veronica.bosche@fcc-fac.ca

**Federal Bridge Corporation Limited**

Norman B. Willans  
 Access to Information and Privacy Coordinator  
 55 Metcalfe Street, Suite 1210  
 Ottawa, Ontario K1P 6L5

Tel: (613) 993-5345  
 Fax: (613) 993-6945  
 nwillans@federalbridge.ca

**Financial Consumer Agency of Canada**

Jocelyne Charette  
 Access to Information and Privacy Coordinator  
 Enterprise Building, 6th Floor  
 427 Laurier Avenue West  
 Ottawa, Ontario K1R 1B9

Tel: (613) 941-1425  
 Fax: (613) 941-1436  
 Charrette.Jocelyne@fcac-acfc.gc.ca

**Financial Transaction and Reports Analysis Centre of Canada**

Joanna Leslie  
 Access to Information and Privacy Coordinator  
 234 Laurier Avenue West  
 Ottawa, Ontario K1P 1H7

Tel: (613) 943-1347  
 Fax: (613) 943-7931  
 lesliej@fintrac.gc.ca

**Fisheries and Oceans Canada**

Gary Lacey  
 Access to Information and Privacy Coordinator  
 8th Floor  
 200 Kent Street  
 Ottawa, Ontario K1A 0E6

Tel: (613) 993-2937  
 Fax: (613) 998-1173  
 laceygar@dfo-mpo.gc.ca

**Fraser River Port Authority**

Sarb Dhut  
 Access to Information and Privacy Coordinator  
 Suite 500  
 713 Columbia Street  
 New Westminster, British Columbia V3M 1B2

Tel: (604) 524-6655  
 Fax: (604) 524-1127  
 sarbd@frpa.com

**Freshwater Fish Marketing Corporation**

Bruce Syme  
 Access to Information and Privacy Coordinator  
 1199 Plessis Road  
 Winnipeg, Manitoba R2C 3L4

Tel: (204) 983-6461  
 Fax: (204) 983-6497  
 bruce.syme@freshwaterfish.com

**Great Lakes Pilotage Authority Canada**

Christine Doherty  
 Access to Information and Privacy Coordinator  
 202 Pitt Street  
 P.O. Box 95  
 Cornwall, Ontario K6H 5R9

Tel: (613) 933-2991 Ext.208  
 Fax: (613) 932-3793  
 cdoherty@cnwl.igs.net

**Gwich'in Land and Water Board**

Robert Alexie  
 Access to Information and Privacy Coordinator  
 P.O. Box 2018  
 Inuvik, Northwest Territories X0E 0T0

Tel: (867) 777-7961  
 Fax: (867) 777-7970  
 R\_Alexie@glwb.com

**Gwich'in Land Use Planning Board**

Susan McKenzie  
 Access to Information and Privacy Coordinator  
 P.O. Box 2478  
 Inuvik, Northwest Territories X0E 0T0

Tel: (867) 777-7936  
 Fax: (867) 777-7970  
 planner@gwichinplanning.nt.ca



**Halifax Port Authority**

Joan Macleod  
Access to Information and Privacy Coordinator  
Ocean Terminals  
1215 Marginal Road  
P.O. Box 336  
Halifax, Nova Scotia B3J 2P6

Tel: (902) 426-6536  
Fax: (902) 426-7335  
jmacleod@portofhalifax.ca

**Hamilton Port Authority**

Access to Information and Privacy Coordinator  
605 James Street  
Hamilton, Ontario L8L 1K1

Tel: (905) 525-4330  
Fax: (905) 528-6282  
info@hamiltonport.ca

**Hazardous Materials Information Review  
Commission**

Josée Potvin  
Access to Information and Privacy Coordinator  
Room 717  
427 Laurier Avenue West,  
Ottawa, Ontario K1A 1M3

Tel: (613) 993-4429  
Fax: (613) 993-5016  
josée\_potvin@hc-sc.gc.ca

**Health Canada**

Sue Lajoie  
Access to Information and Privacy Coordinator  
A.L. 1912C1, 12th Floor  
Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Tel: (613) 954-2142  
Fax: (613) 941-4541  
sue\_lajoie@hc-sc.gc.ca

**Historic Sites and Monuments Board of  
Canada**

Michel Audy  
Access to Information and Privacy Coordinator  
5th Floor, Jules Léger Building  
Les Terrasses de la Chaudière  
25 Eddy Street  
Gatineau, Quebec K1A 0M5

Tel: (819) 997-0129  
Fax: (819) 953-4909  
Michel\_audy@pc.gc.ca

**Human Resources Skills Development**

Jean Dupont  
Access to Information and Privacy Coordinator  
Phase IV, Level 1, Box 112  
140 Promenade du Portage  
Gatineau, Quebec K1A 0J9

Tel: (819) 953-3384  
Fax: (819) 953-0659  
jean.dupont@hrsdc-rhdcc.gc.ca

**Immigration and Refugee Board**

Sergio Poggione  
Access to Information and Privacy Coordinator  
14th Floor  
344 Slater Street  
Ottawa, Ontario K1A 0K1

Tel: (613) 995-3514  
Fax: (613) 996-9305  
Sergio.Poggione@cisr-irb.gc.ca

**Indian and Northern Affairs Canada**

Marie Dauray Chartrand  
Access to Information and Privacy Coordinator  
Les Terrasses de la Chaudière, Room 517  
10 Wellington Street  
Gatineau, Quebec K1A 0H4

Tel: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Indian Residential Schools Resolution Canada**

Margaret Kirkland  
Access to Information and Privacy Coordinator  
Room 341  
90 Sparks Street  
Ottawa, Ontario K1A 0H4

Tel: (613) 947-4148  
Fax: (613) 996-2808  
kirklandm@irsr-rqpi.gc.ca

**Industry Canada**

Kimberly Eadie  
Access to Information and Privacy Coordinator  
11th Floor  
255 Albert Street  
Ottawa, Ontario K1A 0H5

Tel: (613) 952-5766  
Fax: (613) 941-3085  
Eadie.Kimberly@ic.gc.ca

**Infrastructure Canada**

Carole Larocque  
 Access to Information and Privacy Coordinator  
 Suite 605  
 90 Sparks Street  
 Ottawa, Ontario K1P 5B4

Tel: (613) 946-4980  
 Fax: (613) 948-2965  
 Larocque.carole@infrastructure.gc.ca

**International Centre for Human Rights and Democratic Development**

Anne-Marie Lavoie  
 Access to Information and Privacy Coordinator  
 Suite 1100  
 1001 de Maisonneuve East  
 Montréal, Quebec H2L 4P9

Tel: (514) 283-6073  
 Fax: (514) 283-3792  
 AMLavoie@ichrdd.ca

**International Development Research Centre**

Diane Ryerson  
 Access to Information and Privacy Coordinator  
 P.O. Box 8500  
 250 Albert Street  
 Ottawa, Ontario K1G 3H9

Tel: (613) 236-6163 Ext.2112  
 Fax: (613) 235-6391  
 dryerson@idrc.ca

**Jacques Cartier and Champlain Bridges Incorporated, The**

Sylvie Lefebvre  
 Access to Information and Privacy Coordinator  
 Suite 600, West Tower  
 1111 St-Charles Street West  
 Longueuil, Quebec J4K 5G4

Tel: (450) 651-8771 Ext.229  
 Fax: (450) 651-3249  
 slefebvre@pjcci.ca

**Laurentian Pilotage Authority Canada**

Nicole Sabourin  
 Access to Information and Privacy Coordinator  
 Suite 1501  
 555 René-Lévesque Blvd West  
 Montréal, Quebec H2Z 1B1

Tel: (514) 283-6320 Ext.213  
 Fax: (514) 496-2409  
 nicole.sabourin@apl.gc.ca

**Law Commission of Canada**

Suzanne Schryer-Belair  
 Access to Information and Privacy Coordinator  
 Room 1124  
 222 Queen Street  
 Ottawa, Ontario K1A 0H8

Tel: (613) 946-8979  
 Fax: (613) 946-8988  
 sschryer-belair@lcc.gc.ca

**Library and Archives Canada**

Julie Attallah  
 Access to Information and Privacy Coordinator  
 Room 350  
 395 Wellington Street  
 Ottawa, Ontario K1A 0N3

Tel: (613) 995-5493  
 Fax: (613) 992-9350  
 Julie.attallah@lac-bac.gc.ca

**Mackenzie Valley Environmental Impact Review Board**

Roland Semjanovs  
 Access to Information and Privacy Coordinator  
 P.O. Box 938  
 Yellowknife, Northwest Territories X1A 2N7

Tel: (867) 766-7051  
 Fax: (867) 766-7074  
 Rsemjanovs@mveirb.nt.ca

**Mackenzie Valley Land and Water Board**

Wanda Anderson  
 Access to Information and Privacy Coordinator  
 P.O. Box 2130  
 Yellowknife, Northwest Territories X1A 2P6

Tel: (867) 669-0506  
 Fax: (867) 873-6610  
 wanda@mvlwb.com

**Military Police Complaints Commission**

Suzan Fraser  
 Access to Information and Privacy Coordinator  
 10th Floor  
 270 Albert Street  
 Ottawa, Ontario K1P 5G8

Tel: (613) 947-5750  
 Fax: (613) 947-5713  
 frasers@mpcc-cppm.gc.ca

**Montreal Port Authority**

Sylvie Vachon  
Access to Information and Privacy Coordinator  
Wing No. 1, Port of Montreal Building  
Cit  du Havre  
Montr al, Quebec H3C 3R5

Tel: (514) 283-2735  
Fax: (514) 496-9121  
vachons@port-montreal.com

**Nanaimo Port Authority**

Bill Mills  
Access to Information and Privacy Coordinator  
104 Front Street  
P.O. Box 131  
Nanaimo, British Columbia V9R 5K4

Tel: (250) 753-4146  
Fax: (250) 753-4899  
wmills@npa.ca

**National Arts Centre**

Jayne Watson  
Privacy Coordinator  
P.O. Box 1534, Station B  
Ottawa, Ontario K1P 5W1

Tel: (613) 947-7000 Ext.260  
Fax: (613) 996-9578  
jwatson@nac-cna.ca

**National Battlefields Commission**

Michel Leullier  
Access to Information and Privacy Coordinator  
390 de Berni res Avenue  
Qu bec, Quebec G1R 2L7

Tel: (418) 648-3506  
Fax: (418) 648-3638  
michel.leullier@ccbn-nbc.gc.ca

**National Capital Commission**

Gilles Gaignery  
Access to Information and Privacy Coordinator  
202 - 40 Elgin Street  
Ottawa, Ontario K1P 1C7

Tel: (613) 239-5198  
Fax: (613) 239-5361  
ggaigner@ncc-ccn.ca

**National Defence**

Julie Hall e  
Access to Information and Privacy Coordinator  
8th Floor North Tower  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2

Tel: (613) 945-0874  
Other Tel: (1-888) 272- 8207  
Fax: (613) 995-5777  
halle.jm@forces.gc.ca

**National Energy Board**

Michel Mantha  
Access to Information and Privacy Coordinator  
444 – 7th Avenue S.W.  
Calgary, Alberta T2P 0X8

Tel: (403) 299-2714  
Fax: (403) 292-5503  
m.mantha@neb-one.gc.ca

**National Farm Products Council**

Amanda Coderre  
Access to Information and Privacy Coordinator  
Sir John Carling Building, Room 801  
930 Carling Avenue  
Ottawa, Ontario K1A 0C5

Tel: (613) 694-2496  
Fax: (613) 759-6728  
coderream@agr.gc.ca

**National Film Board of Canada**

Dominique Aubry  
Access to Information and Privacy Coordinator  
3155 C te de Liesse Road  
St-Laurent, Quebec H4N 2N4

Tel: (514) 283-9163  
Fax: (514) 496-1646  
d.aubry@onf.ca

**National Gallery of Canada**

Frances Cameron  
Access to Information and Privacy Coordinator  
P.O. Box 427, Station A  
Ottawa, Ontario K1N 9N4

Tel: (613) 991-0040  
Fax: (613) 993-9163  
fcameron@gallery.ca

**National Parole Board**

John Vandoremalen  
Access to Information and Privacy Coordinator  
410 Laurier Avenue West, 7th Floor  
Ottawa, Ontario K1A 0R1

Tel: (613) 954-6547  
Fax: (613) 957-3241  
vandoremalenjm@npg-cnrc.gc.ca

**National Research Council Canada**

Huguette Brunet  
Access to Information and Privacy Coordinator  
Building M-58, Room W314  
Montreal Road Campus  
Ottawa, Ontario K1A 0R6

Tel: (613) 990-6111  
Fax: (613) 991-0398  
Huguette.brunet@nrc.ca

**National Round Table on the Environment and the Economy**

Angela Kuhn  
Access to Information and Privacy Coordinator  
Suite 200  
344 Slater Street  
Ottawa, Ontario K1R 7Y3

Tel: (613) 943-2055  
Fax: (613) 992-7385  
kuhna@nrtee-trnee.ca

**Natural Resources Canada**

Jean Boulais  
Access to Information and Privacy Coordinator  
580 Booth Street, 11th Floor  
Ottawa, Ontario K1A 0E4

Tel: (613) 995-1305  
Fax: (613) 995-0693  
Jean.Boulais@nrcan.gc.ca

**Natural Sciences and Engineering Research Council of Canada**

Victor Wallwork  
Access to Information and Privacy Coordinator  
350 Albert Street, 13th Floor  
Ottawa, Ontario K1A 1H5

Tel: (613) 995-6214  
Fax: (613) 943-1222  
Victor.wallwork@nserc.ca

**North Fraser Port Authority**

Valerie Jones  
Access to Information and Privacy Coordinator  
7911 Grauer Road  
Richmond, British Columbia V7B 1N4

Tel: (604) 273-1866  
Fax: (604) 273-3772  
vjones@nfp.ca

**Northern Pipeline Agency Canada**

Jean Boulais  
Access to Information and Privacy Coordinator  
580 Booth Street, 11th Floor  
Ottawa, Ontario K1A 0E4

Tel: (613) 995-1305  
Fax: (613) 995-0693  
Jean.Boulais@nrcan.gc.ca

**Northwest Territories Water Board**

Vicki Losier  
Access to Information and Privacy Coordinator  
Goga Cho Building, 2nd Floor  
4916-47 Street  
P.O. Box 1326  
Yellowknife, Northwest Territories X1A 2N9

Tel: (867) 765-0106  
Fax: (867) 765-0114  
losierv@inac-ainc.gc.ca

**Nunavut Water Board**

Philippe di Pizzo  
Access to Information and Privacy Coordinator  
P.O. Box 119  
Gjoa Haven, Nunavut X0B 1J0

Tel: (867) 360-6338  
Other Tel: (867) 669-1238  
Fax: (867) 360-6369  
exec@nwb.nunavut.ca

**Office of the Auditor General of Canada**

Beth Stewart  
Privacy Coordinator  
240 Sparks Street  
Ottawa, Ontario K1A 0G6

Tel: (613) 995-3708  
Fax: (613) 947-9556  
stewarej@oag-bvg.gc.ca

**Office of the Chief Electoral Officer**

Diane Davidson  
Privacy Coordinator  
Room 9-106  
257 Slater Street  
Ottawa, Ontario K1A 0M6

Tel: (613) 990-5596  
Fax: (613) 993-5880  
diane.davidson@elections.ca .

**Office of the Commissioner of Official Languages**

Louise Dubé  
Privacy Coordinator  
3rd Floor  
344 Slater Street  
Ottawa, Ontario K1A 0T8

Tel: (613) 996-0537  
Fax: (613) 993-5082  
louise.dube@ocol-clo.gc.ca .

**Office of the Correctional Investigator**

Maurice Gervais  
Access to Information and Privacy Coordinator  
P.O. Box 3421, Station D  
Ottawa, Ontario K1P 6L4

Tel: (613) 990-2694  
Fax: (613) 990-9091  
gervaismu@oci-bec.gc.ca .

**Office of the Inspector General of the Canadian Security Intelligence Service**

Annie Bédard  
Access to Information and Privacy Coordinator  
11th Floor  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0P8

Tel: (613) 990-2729  
Fax: (613) 990-8303  
bedarda@sgc.gc.ca .

**Office of the Ombudsman National Defence and Canadian Forces**

Mary McFadyen  
Access to Information and Privacy Coordinator  
12th Floor  
100 Metcalfe Street  
Ottawa, Ontario K1P 5M1

Tel: (613) 996-8068  
Fax: (613) 996-6730  
McFadyen.M@forces.ca .

**Office of the Superintendent of Financial Institutions Canada**

Luc Morin  
Access to Information and Privacy Coordinator  
15th Floor  
255 Albert Street  
Ottawa, Ontario K1A 0H2

Tel: (613) 990-7495  
Fax: (613) 952-5031  
lmorin@osfi-bsif.gc.ca

**Pacific Pilotage Authority Canada**

Bruce Chadwick  
Access to Information and Privacy Coordinator  
1000 - 1130 West Pender Street  
Vancouver, British Columbia V6E 4A4

Tel: (604) 666-6771  
Fax: (604) 666-1647  
admins@ppa.gc.ca

**Parks Canada Agency**

E.W. Aumand  
Access to Information and Privacy Coordinator  
3rd Floor, Station 57  
25 Eddy Street  
Gatineau, Quebec K1A 0M5

Tel: (819) 997-2894  
Fax: (819) 953-9524  
Ernie\_aumand@pch.gc.ca

**Patented Medicines Prices Review Board**

Sylvie Dupont  
Access to Information and Privacy Coordinator  
Standard Life Centre, 333 Laurier Avenue West  
Suite 1400, P.O. Box L40  
Ottawa, Ontario K1P 1C1

Tel: (613) 954-8299  
Fax: (613) 952-7626  
sdupont@pmprb-cepmb.gc.ca

**Pensions Appeal Board**

Mina McNamee  
Access to Information and Privacy Coordinator  
P.O. Box 8567, Station T  
Ottawa, Ontario K1G 3H9

Tel: (613) 995-0612  
Fax: (613) 995-6834  
Mina.mcnamee@pab-cap.gc.ca

**Port Alberni Port Authority**

Linda Kelsall  
 Access to Information and Privacy Coordinator  
 2750 Harbour Road  
 Port Alberni, British Columbia V9Y 7X2

Tel: (250) 723-5312  
 Fax: (250) 723-1114  
 Lkelsall.papa@telus.net

**Prince Rupert Port Authority**

Joe Rektor  
 Access to Information and Privacy Coordinator  
 200 – 215 Cow Bay Road  
 Prince Rupert, British Columbia V8J 1A2

Tel: (250) 627-8899  
 Fax: (250) 627-8980  
 jrektor@rupertport.com

**Privy Council Office**

Ciineas Boyle  
 Access to Information and Privacy Coordinator  
 Room 400 Blackburn Building  
 85 Sparks Street  
 Ottawa, Ontario K1A 0A3

Tel: (613) 957-5210  
 Fax: (613) 991-4706  
 csboyle@pco-bcp.gc.ca

**Public Safety and Emergency Preparedness Canada**

Duncan Roberts  
 Access to Information and Privacy Coordinator  
 Sir Wilfrid Laurier Building  
 340 Laurier Avenue West  
 Ottawa, Ontario K1A 0P8

Tel: (613) 991-2931  
 Fax: (613) 990-9077  
 RobertD@sgc.gc.ca

**Public Service Commission of Canada**

Bernard Miquelon  
 Access to Information and Privacy Coordinator  
 L'Esplanade Laurier, West Tower  
 300 Laurier Avenue West, 19th Floor  
 Ottawa, Ontario K1A 0M7

Tel: (613) 995-5316  
 Fax: (613) 992-7519  
 bernard.miquelon@psc-cfp.gc.ca

**Public Service Human Resources Management Agency**

Chantal Lavoie  
 Access to Information and Privacy Coordinator  
 6th Floor, West Tower  
 L'Esplanade Laurier  
 140 O'Connor Street  
 Ottawa, Ontario K1A 0R5

Tel: (613) 946-5015  
 Fax: (613) 954-1018  
 lavoie.chantal@hrma-agrh.gc.ca

**Public Service Integrity Office**

Pierre Martel  
 Access to Information and Privacy Coordinator  
 Suite 605  
 60 Queen Street  
 Ottawa, Ontario K1P 5Y7

Tel: (613) 941-6304  
 Fax: (613) 941-6535  
 Martel.pierre@psio-bifp.gc.ca

**Public Service Staff Relations Board**

Etienne Perras  
 Access to Information and Privacy Coordinator  
 6th Floor West Tower  
 C.D. Howe Building, 240 Sparks Street  
 P.O. Box 1525 Station B240  
 Ottawa, Ontario K1P 5V2

Tel: (613) 990-1757  
 Fax: (613) 990-1849  
 Etienne.perras@pssrb-crtfp.gc.ca

**Public Works and Government Services Canada**

Anita Lloyd  
 Access to Information and Privacy Coordinator  
 Room 5C1  
 Place du Portage, Phase III  
 11 Laurier Street  
 Gatineau, Quebec K1A 0S5

Tel: (819) 956-1816  
 Fax: (819) 994-2119  
 Anita.c.Lloyd@pwgsc.gc.ca

**Quebec Port Authority**

Pascal Raby  
Access to Information and Privacy Coordinator  
P.O. 2268  
150 Dalhousie Street  
Québec, Quebec G1K 7P7

Tel: (418) 648-3640  
Fax: (418) 648-4186  
Pascal.raby@portquebec.ca

**Royal Canadian Mint**

Marguerite Nadeau  
Access to Information and Privacy Coordinator  
320 Sussex Drive  
Ottawa, Ontario K1A 0G8

Tel: (613) 993-1732  
Fax: (613) 990-4665  
nadeau@rcmint.ca

**Royal Canadian Mounted Police**

Superintendent Christian Picard  
Access to Information and Privacy Coordinator  
1200 Vanier Parkway  
Ottawa, Ontario K1A 0R2

Tel: (613) 993-5162  
Fax: (613) 993-5080  
christian.picard@rcmp-grc.gc.ca

**Royal Canadian Mounted Police External Review Committee**

Catherine Ebbs  
Access to Information and Privacy Coordinator  
P.O. Box 1159, Station B  
60 Queen Street, Room 513  
Ottawa, Ontario K1P 5R2

Tel: (613) 990-1860  
Fax: (613) 990-8969  
EbbsC@erc-cee.gc.ca

**Saguenay Port Authority**

Pierre Paquin  
Access to Information and Privacy Coordinator  
6600 Terminal Road  
Ville de La Baie, Quebec G7B 3N9

Tel: (418) 697-0250  
Fax: (418) 697-0243  
apc@portsaguenay.ca

**Sahtu Land and Water Board**

Larry Wallace  
Access to Information and Privacy Coordinator  
P.O. Box 1  
Fort Good Hope, Northwest Territories X0E 0H0

Tel: (867) 598-2413  
Fax: (867) 598-2325  
sahtuadm@allstream.net

**Sahtu Land Use Planning Board**

Raymond Taniton  
Access to Information and Privacy Coordinator  
P.O. Box 235  
Fort Good Hope, Northwest territories X0E 0H0

Tel: (867) 598-2055  
Fax: (867) 598-2545  
rtaniton@nt.sympatico.ca

**Saint John Port Authority**

Pam Flemming  
Access to Information and Privacy Coordinator  
5th Floor  
133 Prince William Street  
Saint John, New Brunswick E2L 2B5

Tel: (506) 636-4982  
Fax: (506) 636-4443  
pflemming@sjport.com

**Seaway International Bridge Corporation, Ltd.**

Norman B. Willans  
Access to Information and Privacy Coordinator  
Suite 1210  
55 Metcalfe Street  
Ottawa, Ontario K1P 6L5

Tel: (613) 993-5345  
Fax: (613) 993-6945  
nwillans@federalbridge.ca

**Security Intelligence Review Committee**

Marian McGrath  
Access to Information and Privacy Coordinator  
4th Floor, Jackson Building  
P.O. Box 2430 Station D  
122 Bank Street  
Ottawa, Ontario K1P 5W5

Tel: (613) 990-8441  
Fax: (613) 990-5230  
mcgrathm@smtg.gc.ca

**Sept-Îles Port Authority**

Diane Morin  
 Access to Information and Privacy Coordinator  
 1 Quai Mgr-Blanche  
 Sept-Îles, Quebec G4R 5P3

Tel: (418) 961-1227  
 Fax: (418) 962-4445  
 dmorin@portsi.com

**Social Development Canada**

Marlene Rody  
 Access to Information and Privacy Coordinator  
 Phase IV, Level 1, Box 112  
 140 Promenade du Portage  
 Gatineau, Quebec K1A 0J9

Tel: (819) 994-5470  
 Fax: (819) 953-2001  
 marlene.rody@sdsc-dsc.gc.ca

**Social Science and Humanities Research Council of Canada**

Hélène Schneider  
 Access to Information and Privacy Coordinator  
 Room 1192  
 350 Albert Street  
 Ottawa, Ontario K1P 6G4

Tel: (613) 992-0562  
 Fax: (613) 947-4010  
 helene.schneider@sshrc.ca

**St. John's Port Authority**

Sean Hanrahan  
 Access to Information and Privacy Coordinator  
 P.O. Box 6178  
 1 Water Street  
 St. John's, Newfoundland A1C 5X8

Tel: (709) 738-4780  
 Fax: (709) 738-4784  
 shanrahan@sjpa.com

**Standards Council of Canada**

Pilar Castro  
 Access to Information and Privacy Coordinator  
 Suite 200  
 270 Albert Street  
 Ottawa, Ontario K1P 6N7

Tel: (613) 238-3222 Ext.405  
 Fax: (613) 569-7808  
 pcastro@scc.ca

**Statistics Canada**

Pamela White  
 Access to Information and Privacy Coordinator  
 R.H. Coats Building  
 25th Floor, Section B  
 Ottawa, Ontario K1A 0T6

Tel: (613) 951-3255  
 Fax: (613) 951-3825  
 pamela.white@statcan.ca

**Status of Women Canada**

Hélène Archambault  
 Access to Information and Privacy Coordinator  
 10th Floor  
 123 Slater Street  
 Ottawa, Ontario K1P 1H9

Tel: (613) 947-9239  
 Fax: (613) 957-3359  
 Helene.archambault@swc-cfc.gc.ca

**Telefilm Canada**

Stéphane Odesse  
 Access to Information and Privacy Coordinator  
 Suite 700  
 360 Saint-Jacques Street  
 Montreal, Quebec H2Y 4A9

Tel: (514) 283-6363  
 Fax: (514) 283-2365  
 odesses@telefilm.gc.ca

**Thunder Bay Port Authority**

Tim V. Heney  
 Access to Information and Privacy Coordinator  
 100 Main Street  
 Thunder Bay, Ontario P7B 6R9

Tel: (807) 346-7387  
 Fax: (807) 345-9058  
 tim@tbport.on.ca

**Toronto Port Authority**

Lisa Raitt  
 Access to Information and Privacy Coordinator  
 60 Harbour Street  
 Toronto, Ontario M5J 1B7

Tel: (416) 863-2016  
 Fax: (416) 863-4830  
 lraitt@torontoport.com



**Transport Canada**

Ginette Pilon  
Access to Information and Privacy Coordinator  
26th Floor, Area A, Tower C  
Place de Ville  
330 Sparks Street  
Ottawa, Ontario K1A 0N5

Tel: (613) 993-6162  
Fax: (613) 991-6594  
pilong@tc.gc.ca

**Transportation Safety Board of Canada**

Tonette Allen  
Access to Information and Privacy Coordinator  
4th Floor, Place du Centre  
200 Promenade du Portage  
Gatineau, Quebec K1A 1K8

Tel: (819) 994-0385  
Fax: (819) 953-2160  
Tonette.allen@tsb.gc.ca

**Treasury Board of Canada Secretariat**

Denise Brennan  
Access to Information and Privacy Coordinator  
8th Floor, East Tower  
L'Esplanade Laurier  
140 O'Connor Street  
Ottawa, Ontario K1A 0R5

Tel: (613) 957-7154  
Fax: (613) 946-6256  
brennan.denise@tbs-sct.gc.ca

**Trois-Rivières Port Authority**

Roger Marceau  
Access to Information and Privacy Coordinator  
Suite 300  
1545 du Fleuve Street  
Trois-Rivières, Quebec G9A 5K2

Tel: (819) 378-2887 Ext.26  
Fax: (819) 378-2487  
marceau@porttr.com

**Vancouver Port Authority**

Wendy Petruk  
Access to Information and Privacy Coordinator  
1900 Granville Square  
200 Granville Street  
Vancouver, British Columbia V6C 2P9

Tel: (604) 665-9054  
Fax: (604) 665-9062  
Wendy.petruk@portvancouver.com

**Veterans Affairs Canada**

Barry Johnston  
Access to Information and Privacy Coordinator  
P.O. Box 7700  
Charlottetown, Prince Edward Island C1A 8M9

Tel: (902) 566-8228  
Fax: (902) 368-0496  
jbjohnst@vac-acc.gc.ca

**Western Economic Diversification Canada**

Tim Earle  
Access to Information and Privacy Coordinator  
Suite 1500, Canada Place  
9700 Jasper Avenue  
Edmonton, Alberta T5J 4H7

Tel: (780) 495-3194  
Fax: (780) 495-7618  
Tim.earle@wd.gc.ca.

**Windsor Port Authority**

David Cree  
Access to Information and Privacy Coordinator  
Suite 502,  
251 Goyeau Street  
Windsor, Ontario N9A 6V2

Tel: (519) 258-5741  
Fax: (519) 258-5905  
ann@portwindsor.com

**Yukon Surface Rights Board**

Ian C. Pumphrey  
Access to Information and Privacy Coordinator  
P.O. Box 31201  
Whitehorse, Yukon Y1A 5P7

Tel: (867) 667-7695 Ext.x  
Fax: (867) 668-5892  
info@yukonsurfacerights.com

## Standard Bank Descriptions

**Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions. They describe information related to pay and benefits, training and development, performance, etc.**

**These information banks are identified with the unique identifier “PSE” as part of the bank number contained within the PIB.**

### ***Retention and Disposal Standards for Standard PIBs:***

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.
- At a minimum, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the Librarian and Archivist of Canada.
  - The Privacy Act defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.
- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution’s ATIP Co-ordinator.

### **Attendance and Leave**

**Description:** The records containing the information described in this bank may include absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's Personal Record Identifier (PRI) and correspondence about attendance and leave. The annual record of attendance and leave may be attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to support administration of employee attendance and leave within government departments and agencies.

**Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained

by a given government institution, please contact that institution’s ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 918

**Bank Number:** PSE 903

### **Discipline**

**Description:** The records containing the information described in this bank may include notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** Employees and former employees of the institution.

**Purpose:** The purpose of these records is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions.

**Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. Information may be disclosed to professional regulatory bodies if applicable.

**Retention and Disposal Standards:** (1) For the specific amount of time that different types

of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator. (2) Documentation concerning a specific employee including documentation related to disciplinary action – the time limit for disposal is that specified in applicable collective agreements or a minimum of two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. (3) In cases where a disciplinary action has been rescinded, the onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed.

**RDA Number:** 98/005

**Related Program Number:** PRN 926

**Bank Number:** PSE 911

### **Employee Personnel Record**

**Description:** This bank describes information that may be contained in an Employee's Personnel Record – a record that provides information related to an individual's employment with government institutions listed in the Schedule to the *Privacy Act*. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and may contain some or all of the following information: personal characteristics, including age and sex; Social Insurance Number (SIN); Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references.

The Employee Personnel Record may also contain information related to staffing, attendance and leave, pay, benefits, garnishments, training and development, decisions concerning compensation and fitness for work, official languages, discipline, level of security clearance, location of employment; appointments, transfers, deployments, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to

employment; and termination of employment, including certificates and reasons for termination.

Please refer to other Standard Banks for a more complete description of the information contents of institutional records related to some of the topics identified above.

In cases when an individual moves from one organization to another (when both institutions are under the Schedule of the Privacy Act), pertinent records may be retained by the first organization until all required administrative actions have been completed at the first institution prior to the transfer of those records to the second institution.

**Class of Individuals:** Employees and former employees of the institution.

**Purpose:** Employee Personnel Records are maintained for the purpose of facilitating personnel administration in the employing organization, as well as for ensuring continuity and accuracy when an employee is transferred from one organization to another within the universe listed under the schedule of the Privacy Act. The records containing the information described in this bank are used to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. As such, the information is sometimes used for planning future personnel actions based on current demographics of the employee population, including succession planning.

**Consistent Uses:** Consistent uses include supporting the administration of the personnel functions listed in the Description above. Other consistent uses include confirming the identity of employees where required for access to governmental and departmental web-sites and data-bases. Some information is also provided to Public Works and Government Services Canada (PWGSC) to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to Social Development Canada (SDC) for Employment Insurance and pension purposes; and to the Canada Revenue Agency (CRA) and Province of Quebec for tax purposes. Some information is shared between previous and current employers for the purpose of finalizing payments, including retroactive payments and the recovery of outstanding amounts due to the Crown when an employee terminates employment with one organization and starts employment with another organization.

**Retention and Disposal Standards:** Records are retained by the current employing institution for the duration of employment in organizations listed under the schedule of the Privacy Act plus one year after the last administrative use, and then transferred to the control of the Federal Records Centre, National Capital Region, Library and Archives Canada. The civilian personnel records are destroyed by the Library and Archives Canada when the individual turns eighty (80) years of age provided 2 years have elapsed since the last administrative action on the file.

**RDA Number:** 98/005 and 98/018

**Related Program Number:** PRN 921

**Bank Number:** PSE 901

### **Employment Equity Program**

**Description:** The records containing the information described in this bank include personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier (PRI) may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Employees of the institution.

**Purpose:** Related records provide documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The Personal Record Identifier (PRI) may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel

Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental records as described in Staffing translation required (PSE 902).

**Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 918

### **Grievances**

**Description:** The records containing the information described in this bank may include presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this record is to capture information used in the grievance process through all levels up to the Public Service Staff Relations Board.

**Consistent Uses:** Information described in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained

by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 926

**Bank Number:** PSE 910

### **Harassment**

**Description:** The records containing the information described in this bank may include information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to a relevant Discipline record and contain information as described in the Discipline Standard PIB.

**Class of Individuals:** Employees of the institution and other persons working for the public service.

**Purpose:** The purpose of these records is to capture information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

**Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921 & PRN 926

**Bank Number:** PSE 919

### **Identification and Building-Pass Cards**

**Description:** The records containing the information described in this bank may include photographs, signatures, surnames, given names and card numbers of pass holders, identification forms and correspondence related to the issuance and maintenance of identification and building-pass cards and access control records.

**Class of Individuals:** Employees and those individuals on assignment or contract who require access to a federal institution.

**Purpose:** The purpose of these records are to maintain information relating to the issuance, use and cancellation of identification and building-pass cards and to assist in ensuring the security of government facilities and the safety and security of individuals and assets present in such facilities.

**Consistent Uses:** To issue identification and building-pass cards. Additionally, with the consent of the individual concerned, photographs held on file may be used for identification purposes in support of personnel security screening. The identification and building-pass database may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, the information may be shared with appropriate law enforcement agencies and emergency workers.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related Program Number:** PRN 931

**Bank Number:** PSE 917

### **Occupational Safety and Health**

**Description:** The records containing the information described in this bank may include accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident

Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Social Development Canada (SDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are described in Standard Bank PSE 908.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program.

**Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 922

**Bank Number:** PSE 907

### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic

personal data, such as first official language, date of birth, and Personal Record Identifier (PRI) for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also described by translation required Particular Banks of the Public Service Commission and Treasury Board Secretariat.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of the information described by this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 923

**Bank Number:** PSE 906

### Parking

**Description:** The records containing the information described in this bank may include permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the Royal Canadian Mounted Police (RCMP) or the City of Ottawa.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to maintain information for the administration of parking privileges.

**Consistent Uses:** To issue parking permits.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related Program Number:** PRN 903

**Bank Number:** PSE 914

### **Pay and Benefits**

**Description:** The records containing information described in this bank may include certificates for pay, records regarding allowances and deductions, which set out pay and benefit information for each employee, and includes the Social Insurance Number (SIN) as well as correspondence related to the administration of pay and benefits. The records may also include orders for garnishment, attachment and diversion of funds, as well as information concerning payroll deductions for donations to charitable organizations. (N.B. Earning and superannuation records may be attached to the Employee Personnel Record.)

**Class of Individuals:** Employees and former employees of the institution.

**Purpose:** The purpose of the documentation described in this bank is for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The provision of the SIN by employees is mandatory for this bank and is required for disclosure to Public Works and Government Services Canada (PWGSC), which upon receipt will subsequently create a Personnel Record Identifier (PRI). The SIN is also collected on behalf of and disclosed to the Canada Revenue Agency (CRA) for income tax purposes and the issuing of T4s.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Family Support Orders and Agreements Garnishment Regulations.

**Retention and Disposal Standards:** For the specific amount of time that these types of documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 924 & PRN 925

**Bank Number:** PSE 904

### **Performance Reviews and Employee Appraisals**

**Description:** The records containing the information described in this bank may include appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 912

### **Personnel Security Screening (Reliability Screening/Security Clearance)**

**Description:** The records containing the information described in this bank include information gathered by government institutions in conducting reliability checks and/or security clearances on individuals working or applying for work with a government institution by way of appointment, assignment or contract in accordance with the Government Security Policy (GSP). The records include completed Personnel Consent and Authorization Forms, applicable Security Clearance and Personal History documentation, certification data of educational and professional qualifications, employment, criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, as well as other personal information. Information provided by applicants may only be shared with credit bureaus, Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS)

which conduct the requisite checks in accordance with the GSP or for purposes of transferability as defined within the Personnel Security Standards of the GSP, other federal department's security offices. Notation of level of reliability/clearance authorizations may be attached to the Employee Personnel Record. Details of CSIS investigations are described by a CSIS bank.

**Class of Individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment, temporary agency engagement or contract whose position requires a reliability screening status and/or security clearance classification.

**Purpose:** The purpose of these records is to document and retain information pertinent to the determination of an individual's identity, honesty, trustworthiness, suitability and loyalty to protect the employer's assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. Institutions may have access only to the information described by this bank and not to investigative information contained in the CSIS bank.

**Consistent Uses:** To support decisions on new hires, transfers, promotions, discipline, and termination of employment or contractual agreements.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related Program Number:** PRN 920 & PRN 921

**Bank Number:** PSE 924

### Recognition Policy

**Description:** The records containing the information described in this bank relates to information on employees who have been nominated for awards under the federal government's Recognition Policy or similar institutional policies. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports.

**Class of Individuals:** Employees who have been nominated for awards under the federal government's Recognition Policy or internal recognition policies.

**Purpose:** To identify individuals who have been nominated for awards in accordance with Recognition Policies.

**Consistent Uses:** The information in these records is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 918

**Bank Number:** PSE 920

### Staffing

**Description:** The records containing the information described in this bank may include staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number (SIN) and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Employees of the institution.

**Purpose:** The records document the information used in staffing positions in a government institution. They are also a source of data for employment equity programs and services.

**Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance



with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 918, PRN 919 & PRN 920

**Bank Number:** PSE 902

### Training and Development

**Description:** The records related to the information described in this bank may contain personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is described in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records are to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 927

**Bank Number:** PSE 905

### Values and Ethics Code for the Public Service

**Description:** The information contained in records relevant to this topic include (1) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the *Values and Ethics Code for the Public Service* and (2) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities.

**Class of Individuals:** Current and former employees of government institutions listed in Part I, Schedule I, of the *Public Service Staff Relations Act*.

**Purpose:** The purpose of these records is to (1) maintain information about potential and actual conflict of interest situations for employees of a government institution listed in Part I, Schedule I, of the *Public Service Staff Relations Act*; (2) to record potential conflicts of interest; and (3) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

**Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. Additionally, to enable designated officials to determine whether a former public servant, to whom post-employment compliance measures apply, is in compliance. This impacts on a public officer's ability to deal with a former public servant.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 915

### Vehicle, Ship, Boat and Aircraft Accidents

**Description:** The records containing information described in this bank may contain reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning

occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are described in Standard Bank PSE 907.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of these records is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution.

**Consistent Uses:** To determine liability for such accidents and to approve damage settlements.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**Related Program Number:** PRN 901 & PRN 913

**Bank Number:** PSE 908

### **Workplace Day Care**

**Description:** The records containing information described in this standard bank may contain information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre.

**Class of Individuals:** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act.

**Purpose:** These records are to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. They will be used to determine the level of ongoing federal rental support for the workplace day care centre. This information will also be used for the purposes of evaluating the day care centre policy.

**Consistent Uses:** The information in these records will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to

Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related Program Number:** PRN 921

**Bank Number:** PSE 930

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Public Service Health Medical Advisory Committee	Health Canada	HCan PCE 702
Public Service Pay Systems	Public Works and Government Services Canada	PWGSC PCE 705
Public Service Pension Cases	Treasury Board of Canada Secretariat	TBS PCE 729
Public Service Pensions Data Bank	Public Works and Government Services Canada	PWGSC PCE 702
References of Grievances to Adjudication	Public Service Staff Relations Board	SRB PCE 701
Relocation Policy Exceptions – Individual Cases	Treasury Board of Canada Secretariat	TBS PCE 727
Requests for Review of Decisions	Public Service Staff Relations Board	SRB PCE 706
Revocation of Certification of Bargaining Agents	Public Service Staff Relations Board	SRB PCE 704
Second Language Assessment by Regional Offices	Public Service Commission of Canada	PSC PCE 714
Second Language Evaluation (SLE) Examiners	Public Service Commission of Canada	PSC PCE 715
Second Language Evaluation (SLE) Test Results	Public Service Commission of Canada	PSC PCE 718
Special Measures Program Participants (Ceased in 1998)	Public Service Commission of Canada	PSC PCE 758
Special Pension Plans	Treasury Board of Canada Secretariat	TBS PCE 734

<b>Bank Name</b>	<b>Name of Institution</b>	<b>Bank Number</b>
Staffing Consultant Certification	Public Service Commission of Canada	PSC PCE 721
Statutory and Regulatory Priorities	Public Service Commission of Canada	PSC PCE 709
Submissions to Treasury Board	Treasury Board of Canada Secretariat	TBS PCE 701
Travel Policy Exception – Individual Cases	Treasury Board of Canada Secretariat	TSB PCE 726
Workforce Adjustment Monitoring (WFAM) System	Public Service Human Resources Management Agency	PSHRMAC PCE 732

# Agriculture and Agri-Food Canada

## Chapter 1

The annual update for this institution was not received for inclusion in the 2004-2005 version of this **Info Source** publication. The following is from the 2003-2004 version of **Info Source**.

### Particular Personal Information Banks

#### Career Management Program

**Description:** The bank contains personal information on employees such as: names, résumés, and career plans. There is information in the bank on the program's policies, guidelines and key documents.

**Class of Individuals:** All employees within the Farm Financial Programs Branch, Strategic Policy Branch, Rural Secretariat and Co-operatives Secretariat who wish to utilize the services provided by the Career Management Program.

**Purpose:** The bank exists to facilitate and document the work with those employees using the Career Management Program services in their career development. The bank also exists to enable the matching and marketing of developmental opportunities within these branches with employees interested in acquiring certain specific skills and experience, as identified in their career plans.

**Consistent Uses:** To provide ongoing career development assistance to the branches' employees in support of the continuous learning objectives of the Department.

**Retention and Disposal Standards:** Policy and program records are held for five years from program modification or completion of the program. Employee information is kept for two years after the employee leaves the branch permanently.

**RDA Number:** To be determined

**Related PR#:** AAFC HRB 860

**TBS Registration:** 005112

**Bank Number:** AAFC PPE 830

#### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of

security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Departmental employees.

**Purpose:** To provide documentation and authorization of appointments, transfers,

promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 000913

**Bank Number:** AAFC PPE 808

### **Employment Equity Program**

**Description:** This bank resides within Departmental Human Resources Management System. Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis.

**Class of Individuals:** Departmental

employees

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification. Use of the PRI is required mandatory for this bank.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity.

**Retention and Disposal Standards:** SOS performed on quarterly basis.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 003648

**Bank Number:** AAFC PPE 818

### **Executive Group Personnel Record**

**Description:** This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, Potential retirement date, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present.

**Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada.

**Purpose:** To help in the staffing of Executive Group.

**Consistent Uses:** To update and maintain staffing information on members of the Executive Group.

**Retention and Disposal Standards:** Records are kept for a period of 2 years.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 002698

**Bank Number:** AAFC PPE 819

### **Expenditure Accounts – Departmental Employees**

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

**Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

**Purpose:** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes.

**Retention and Disposal Standards:** Records are retained for six years.

**RDA Number:** 99/004

**Related PR#:** AAFC CMB 914

**TBS Registration:** 002285

**Bank Number:** AAFC PPE 817

### **Financial Management Information System – SATURN**

**Description:** The official financial and material management information system for the department, the Canadian Food Inspection Agency and , the Canadian Pari-Mutuel Agency, the Canadian Dairy Commission, and the Canadian Grain Commission. Information is classified as to: Responsibility (fund/cost centre); Authority (fund); Purpose (activity) Project (Internal order) and Object of Expenditure (GL) account. Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in Saturn. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in Saturn.

**Class of Individuals:** Non Departmental employees.

**Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax

information file that the department is required to transmit to Canada Customs and Revenue Agency.

**Consistent Uses:** Refer to Purpose of the bank.

#### **Retention and Disposal Standards:**

Information remains on Saturn and is rolled from year to year. When there is no further activity, the information is removed from the system.

**RDA Number:** 99/004

**Related PR#:** AAFC CSMB 852

**TBS Registration:** 002945

**Bank Number:** AAFC PPE 805

### **Garnishment**

**Description:** The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department.

**Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken.

**Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act.

**Consistent Uses:** This bank is also used to approve deductions from salary.

**Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period.

**RDA Number:** To be determined

**Related PR#:** AAFC HRB 925

**TBS Registration:** 002048

**Bank Number:** AAFC PPE 807

### **Managerial Profile**

**Description:** Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

**Class of Individuals:** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group.

**Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities.

**Consistent Uses:** Same as for 'Purpose'.

**Retention and Disposal Standards:** Minimum retention of 5 years as per authority.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 002946

**Bank Number:** AAFC PPE 820

### **Parking**

**Description:** This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations.

Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges.

**Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis.

**Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file.

**RDA Number:** 85/001

**Related PR#:** AAFC CMB 913

**TBS Registration:** 002283

**Bank Number:** AAFC PPE 816

### **Persons with Disabilities: Background Information on Employees for Departmental Advisory Committee**

**Description:** This bank contains personal information on employees such as their name, title, group and level, Branch, address (some will submit both office and home addresses), telephone number; as well, if the employee wishes to stand for nomination to the advisory committee; is interested in having input on topics or issues relating to the committee; is willing to participate on sub-committees or working groups; would like to be kept informed of the activities of the committee; and any personal comments made by the respondents of the form.

**Class of Individuals:** The information relates

to employees in Agriculture and Agri-Food Canada of all groups and levels and from all regions.

**Purpose:** The purposes of the information are to set up a departmental advisory committee and to build a distribution list of individuals interested in issues and topics touching on employing persons with disabilities.

**Consistent Uses:** The information is for the use of the committee, the Assistant Deputy Minister of Corporate Management Branch and his/her advisors.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be determined

**TBS Registration:** 003928

**Bank Number:** AAFC PPE 828

### **Priority Placement System**

**Description:** The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments.

**Class of Individuals:** Priority employees.

**Purpose:** To market our employees who have been put on priority for other suitable employment.

**Consistent Uses:** There will be no other use of this information.

**Retention and Disposal Standards:** Two years after the last administrative use.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 920

**TBS Registration:** 003320

**Bank Number:** AAFC PPE 800

### Reliability Checks

**Description:** The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records.

**Class of Individuals:** Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets.

**Purpose:** To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

**Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

### Retention and Disposal Standards:

Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately.

**RDA Number:** To be determined

**Related PR#:** AAFC CMB 856

**TBS Registration:** 002099

**Bank Number:** AAFC PPE 813

### Request for Transfer File

**Description:** The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included.

**Class of Individuals:** Employees of Agriculture and Agri-Food Canada and outside departments.

**Purpose:** To provide a record of information used in staffing positions in a government institution.

**Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada.

**Retention and Disposal Standards:** Records are kept for a period of 2 years.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 860

**TBS Registration:** 002701

**Bank Number:** AAFC PPE 822

### Research Skills Inventory

**Description:** The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data.

**Class of Individuals:** Research Branch Scientific and Professional Category employees.

**Purpose:** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand.

**Consistent Uses:** To plan future demand for scientific and professional personnel.

**Retention and Disposal Standards:** The bank is to be updated annually. Records are kept for a period of five years.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 921

**TBS Registration:** 002700

**Bank Number:** AAFC PPE 803

### Salary Management System

**Description:** This bank contains information about employees of the institution including the following: Personal Record Identifier, First and Last Name, Occupational Category and Level, Annual Salary, Employment Anniversary Date, and Financial Coding.

**Class of Individuals:** Employees of the institution.

**Purpose:** The Salary Management System is a subsidiary system of Saturn, the institution's finance and material management system. It is also the department's official record keeping system for salary management. The system has two main functions: first, it is a means to forecast salary expenditures and is therefore a tool in the management of operating budgets; second, it processes raw data from the government's Regional Pay System into data that can be used by the department's financial system. To meet the system's requirements to be able to perform these two functions, the bank is used to add financial coding to pay records received from the Pay System, and to provide data about employees and positions that is needed to calculate forecasted expenditures.

**Consistent Uses:** The Salary Management System has only the two functions described above.

**Retention and Disposal Standards:** Information is kept for six fiscal years, then

destroyed.

**RDA Number:** To be determined

**Related PR#:** AAFC CMB 700

**TBS Registration:** 005113

**Bank Number:** AAFC PPE 831

### **Security Clearances**

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank.

**Class of Individuals:** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract.

**Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank.

**Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis.

**Retention and Disposal Standards:** Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed.

**RDA Number:** To be determined

**Related PR#:** AAFC CMB 852

**TBS Registration:** 002943

**Bank Number:** AAFC PPE 826

### **Telecommunication**

**Description:** This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialed, the location dialed, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialed may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialed may reveal information about a specific departmental employee.

**Class of Individuals:** Employees of the Department.

**Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs.

**Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

**Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years.

**RDA Number:** To be determined

**Related PR#:** AAFC CMB 852

**TBS Registration:** 003319

**Bank Number:** AAFC PPE 827

### **Training and Development**

**Description:** This bank within Human Resources Management System contains



personal data including course applications and evaluations; personal record Identifier (PRI); records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs.

**Class of Individuals:** Employees of the institution.

**Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The PRI is used for the purpose of identification and financial administration of training. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**Related PR#:** AAFC HRB 927

**TBS Registration:** 000917

**Bank Number:** AAFC PPE 810

### Travel and Relocation

**Description:** This bank contains authorized requests for individual travel cards (ITCs), foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding travel cards, travel and relocation, and to obtain passports and visas for employees travelling overseas.

**Consistent Uses:** The information is also used to administer the travel and relocation functions with respect to their approval and to issue travel cards, passports and visas.

**Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for: travel cards, which are retained until the expiry date and passports, which are retained for a minimum of five years.

**RDA Number:** 99/004

**Related PR#:** AAFC CMB 852

**TBS Registration:** 002282

**Bank Number:** AAFC PPE 815

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Vehicle, Ship, Boat and Aircraft Accidents

## Atlantic Canada Opportunities Agency

### Chapter 2

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Parking

Performance Review and Employee Appraisal

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Accident Aircraft

## Atlantic Pilotage Authority Canada

### Chapter 3

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

## Bank of Canada

### Chapter 4

#### Particular Personal Information Banks

##### Access Cards

**Description:** This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises.

**Class of Individuals:** Bank of Canada employees; contractors; tenants.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of access cards.

**Consistent Uses:** To issue and control access cards.

**Retention and Disposal Standards:** These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed.

**RDA Number:** 98/001

**Related PR#:** BOC 931

**TBS Registration:** 003289

**Bank Number:** BOC PPE 818

### **Attendance and Leave**

**Description:** This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to support the administration of employee attendance and leave.

**Consistent Uses:** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism.

**Retention and Disposal Standards:** Records are kept for a period of three years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 918

**TBS Registration:** 002211

**Bank Number:** BOC PPE 821

### **Discipline**

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

**Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.

**Retention and Disposal Standards:** Records are kept for a period of five years following the date of disciplinary action, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 926

**TBS Registration:** 002219

**Bank Number:** BOC PPE 836

### **Employee Health Record**

**Description:** This bank contains occupational health evaluations and all personal medical data including employee assistance records and copies of Workplace Safety Insurance Board (WSIB) reports. Prior to 2002, this bank may also contain records relating to the Income Maintenance and Long-Term Disability Programs, i.e. completed forms to apply for LTD; all interaction between employee and Health Services; gradual return to work program records, etc.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain health evaluations on Bank employees, and to provide documentation for the administration of occupational health and certain benefit programs.

**Consistent Uses:** The information is used to support medical, employment and pension decisions/entitlements.

**Retention and Disposal Standards:** Records are kept for a period of 20 years following the last administrative use, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms.

**RDA Number:** 98/005

**Related PR#:** BOC 922

**TBS Registration:** 002215

**Bank Number:** BOC PPE 830

### **Employee Personnel Record**

**Description:** Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curriculum vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of

security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

**Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

**Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 918, 921

**TBS Registration:** 002210

**Bank Number:** BOC PPE 810

### **Employment Equity Program**

**Description:** This bank contains personal information on employees that is needed to support the Bank's Employment Equity program. This information is collected on a voluntary basis, and respondents are asked to identify their gender, whether they are an aboriginal person, whether they have a disability, or are a member of a visible minority group.

**Class of Individuals:** Regular full-time employees; regular part-time employees; contract and temporary employees of the Bank of Canada.

**Purpose:** This information is used for purposes specified in the Employment Equity Act; that is for implementation of the employment equity policy and program. Data are collected to provide a comprehensive picture of Bank staff by designated groups (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information may be linked with that in other banks containing employee information using the Employee Number in order to obtain statistical information used in the preparation of the Annual Report to the Minister of Human Resources Development Canada. This data is also used to compare the situation of designated group members with non-designated group members within the Bank and with their counterparts in the general labour market. Self-identification information may also be obtained from the bank on Applications for employment (BOC PPU 035).

**Consistent Uses:** The information gathered is used in the delivery of the Bank's Employment Equity program to help create a more representative workforce. It may be used to compile statistical data or for administrative purposes that support measures to ensure that designated groups are equitably represented in the Bank.

### **Retention and Disposal Standards:**

Employment Equity questionnaires are retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires are superseded, the previous questionnaires are immediately destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 901

**TBS Registration:** 001942

**Bank Number:** BOC PPE 817

### Facility Management Database

**Description:** This bank contains records of employee names, employee identification numbers, employment status, job levels and access card numbers which are used to support the management of space allocation and related resources.

**Class of Individuals:** Bank of Canada employees and contractors.

**Purpose:** To assist the Bank in managing space allocation resources.

**Consistent Uses:** To allocate space and assets related to space such as furniture, phones, etc.

**Retention and Disposal Standards:** Records are kept for a maximum of 6 months after an individual leaves the Bank, then destroyed.

**RDA Number:** 99/003

**Related PR#:** BOC 905

**TBS Registration:** 004236

**Bank Number:** BOC PPE 819

### Garnishees

**Description:** This bank contains orders of garnishment and related correspondence.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations.

**Consistent Uses:** To provide for the execution of orders of garnishment.

**Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 925

**TBS Registration:** 000076

**Bank Number:** BOC PPE 822

### Grievances

**Description:** This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to record information used in the grievance process.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels

in the grievance process.

**Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 926

**TBS Registration:** 002218

**Bank Number:** BOC PPE 835

### Income Maintenance and Long-Term Disability Claims

**Description:** This bank contains specific case file records relating to the Income Maintenance and Long Term Disability programs. It contains notice of leave of absence, completed necessary forms applying to programs, medical certificates, payment information, correspondence between employee and Great West Life regarding their claim, gradual return to work program records, etc.

**Purpose:** The purpose of this bank is to document information on the administration of the Income Maintenance and Long-Term Disability Programs of the Bank of Canada.

**Consistent Uses:** To administer specific claims and ensure payments are made to employees who are on the income maintenance and long-term disability programs.

**Retention and Disposal Standards:** Records are kept for a period of 10 years after termination of the claim or after last administrative use, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 924

**TBS Registration:** 005279

**Bank Number:** BOC PPE 832

### Occupational Injury

**Description:** This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada.

**Consistent Uses:** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries.

**Retention and Disposal Standards:** First aid records are retained for two years, then destroyed. Accident and occupational injury or illness records

are held for 10 years following the date of the occurrence, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 922

**TBS Registration:** 002217

**Bank Number:** BOC PPE 831

### Official Languages

**Description:** This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees.

**Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs.

**Retention and Disposal Standards:** Records are kept for a period of two years after the employee leaves the Bank, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 923

**TBS Registration:** 002214

**Bank Number:** BOC PPE 826

### Parking

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges.

**Consistent Uses:** To maintain a record of parking permits.

**Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed.

**RDA Number:** 98/001

**Related PR#:** BOC 914

**TBS Registration:** 002236

**Bank Number:** BOC PPE 842

### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as

correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act.

**Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

**Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information.

**RDA Number:** 98/005

**Related PR#:** BOC 925/924

**TBS Registration:** 002212

**Bank Number:** BOC PPE 820

### Personal Harassment

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace.

**Consistent Uses:** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

**Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 926

**TBS Registration:** 002237

**Bank Number:** BOC PPE 837

#### **Reliability Checks and Security Clearances**

**Description:** This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings.

**Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance.

**Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment.

**Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately.

**RDA Number:** 98/001

**Related PR#:** BOC 903

**TBS Registration:** 002216

**Bank Number:** BOC PPE 816

#### **Relocation**

**Description:** This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees.

**Consistent Uses:** To administer the relocation functions with respect to their approval, as well as advances and claims.

**Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed.

**RDA Number:** 99/004

**Related PR#:** BOC 914

**TBS Registration:** 000074

**Bank Number:** BOC PPE 840

#### **Staffing**

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating committee assessments, including evaluation notes from staffing committees; test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The bank provides a record of the information used in staffing positions.

**Consistent Uses:** To select candidates and staff positions.

**Retention and Disposal Standards:** Staffing records are kept for a period of two years after the year in which they are created, or two years after the last administrative use, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 920

**TBS Registration:** 002013

**Bank Number:** BOC PPE 815

### Training and Development

**Description:** This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs.

**Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements.

**Retention and Disposal Standards:** Records are kept for a period of five years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** BOC 927

**TBS Registration:** 002213

**Bank Number:** BOC PPE 825

### Training and Development — Development Assignment Programs

**Description:** This bank contains employee profiles, interview information, details of

assignments, assignment proposal forms and agreements, and correspondence related to various development assignment programs.

**Class of Individuals:** Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank as well as those who have expressed their intention of participating in one of the programs.

**Purpose:** This bank was created to maintain an inventory of employees interested in or selected for possible assignments within the Bank, and to administer the programs.

**Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes.

**Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years.

**RDA Number:** 98/005

**Related PR#:** BOC 927

**TBS Registration:** 003424

**Bank Number:** BOC PPE 827

### Travel

**Description:** This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information regarding the travelling expenses of employees.

**Consistent Uses:** To provide advances and approve claims for business travel expenses.

**Retention and Disposal Standards:** Records are kept for a period of seven years, then destroyed.

**RDA Number:** 99/004

**Related PR#:** BOC 914

**TBS Registration:** 000075

**Bank Number:** BOC PPE 841



## Belledune Port Authority

### Chapter 5

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Occupational Safety and Health

Performance Reviews and Employee Appraisals

## Blue Water Bridge Authority

### Chapter 6

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

#### Particular Personal Information Banks

##### Pension Records

**Description:** This bank contains individual data pertaining to the pension plan including the name, date of birth, sex, marital status, marital status effective date, home address and telephone number, employee status, employee identification number, social insurance number, summary record of employment, base salary, annual pensionable earnings base, pension eligibility date, years of pensionable service, pensionable allowances, termination date and reason, amount of contributions deducted, length of work week, payment deduction information including garnishee information if applicable, division of pension banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for the issuance of the appropriate taxation forms, as authorized by the Income Tax Act.

**Class of Individuals:** Employees of the Blue Water Bridge Authority.

**Purpose:** The purpose is to report total remittances to the Pension Carrier during the year based on employee deduction. The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits,

pension benefits division as required by marriage breakdown, commuted pension benefits, pension adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting. Past Service Pension Adjustment (PSPA) and the calculation of deficient employee contributions. The information is used for the reconciliation and validation of accounts.

**Consistent Uses:** This information is used in the preparation of reports to aid in the administration of the plan.

**Retention and Disposal Standards:** Records are kept for 7 years after the death of the employee and, destroyed at the end of the retention period.

**RDA Number:** 98/005

**TBS Registration:** 005472

**Bank Number:** BWBA PPE 800

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records

Grievances

Identification and Building Pass Cards

Occupational Health and Safety

Pay and Benefits

Staffing

## British Columbia Treaty Commission

### Chapter 7

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Values and Ethics Code for the Public Service

## Business Development Bank of Canada

### Chapter 8

#### Particular Personal Information Banks

##### Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** BDC employees.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions.

**Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment.

**Retention and Disposal Standards:** Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply.

**RDA Number:** 81/007 and 98/005

**Related PR#:** PRN 921

**TBS Registration:** 003923

**Bank Number:** BDBC PPE 820

##### Employee Assistance Program

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their

dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program.

**Class of Individuals:** BDC employees and their dependents.

**Purpose:** The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services.

**Retention and Disposal Standards:** The information is kept by the consultant for 5 years following last contact with the employee, then destroyed.

**RDA Number:** 81/007

**Related PR#:** PRN 921

**TBS Registration:** 003748

**Bank Number:** BDBC PPE 805

##### Employee Awards Program

**Description:** This bank contains information on employees who were nominated for awards under the BDC's former suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented.

**Class of Individuals:** BDC employees who have applied under the program.

**Purpose:** The purpose of this bank was to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion.

**Consistent Uses:** The computer system was used to control the processing of suggestions and the giving of awards, when appropriate.

**Retention and Disposal Standards:** File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed.

**RDA Number:** 98/005

**Related PR#:** PRN 921

**TBS Registration:** 003922

**Bank Number:** BDBC PPE 815

### Employment Equity Survey

**Description:** This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities.

**Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees.

**Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority).

**Consistent Uses:** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes.

**Retention and Disposal Standards:** These records are retained for a period of five years after the year in respect of which a report is made and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PRN 920 and 921

**TBS Registration:** 003752

**Bank Number:** BDBC PPE 801

### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds.

(N.B. Earning and superannuation records are attached to the Employee Personnel Record.)

**Class of Individuals:** Employees of the BDC.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation.

**Retention and Disposal Standards:** Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

**RDA Number:** 98/005

**Related PR#:** PRN 921

**TBS Registration:** 003751

**Bank Number:** BDBC PPE 810

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Human Resources

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing  
 Training and Development  
 Vehicle, Ship, Boat and Aircraft Accidents

## Canada Border Services Agency

### Chapter 9

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

**Description:** The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information.

**Class of Individuals:** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program.

**Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the student on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments.

**Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training.

**RDA Number:** 86/001

**TBS Registration:** 000002

**Bank Number:** CCRA PPE 801

#### Activity Management and Costing Data Bank

**Description:** Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports.

**Class of Individuals:** Individuals identified in this bank are all employees of Canada Customs and Revenue Agency, as well as staff members who have been engaged under personal service contracts.

**Purpose:** The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority.

**Retention and Disposal Standards:** Input records in this bank are maintained for two years.

**TBS Registration:** 003544

**Bank Number:** CCRA PPE 811

#### Canada Customs and Revenue Agency Operations and Staff Matters Bank

**Description:** This information bank relates to the investigation of Canada Customs and Revenue Agency employees emanating from allegations of fraud, defalcation, bribe, breaches of trust, misuse of the Agency's electronic networks, or misconduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

**Class of Individuals:** Employees of the Canada Customs and Revenue Agency who are, or have been under investigation for fraud, defalcation, bribe breaches of trust, misuse of the Agency's electronic networks or misconduct, and members of the general public interviewed in the course of such investigations.

**Purpose:** The information is compiled to carry out investigations of such employees.

**Retention and Disposal Standards:** Records in this bank are retained for five years after the case is closed.

**TBS Registration:** 002026

**Bank Number:** CCRA PPE 803

### **Employee Use of Material Card**

**Description:** This bank consists of written agreements and cards maintained to record the issuance of material, particularly equipment to agency employees for use of government premises.

**Class of Individuals:** Employees of the Canada Customs and Revenue Agency.

**Purpose:** To track and maintain the location of material when being utilized off government premises.

**Retention and Disposal Standards:** Files are retained for two years after return of equipment.

**RDA Number:** 78/001

**TBS Registration:** 001764

**Bank Number:** CCRA PPE 806

### **Internal Investigations**

**Description:** This bank contains investigative reports and correspondence between officials of the Canada Customs and Revenue Agency with respect to whether an allegation against an employee is founded or not founded.

**Class of Individuals:** Current or former employees of the Canada Customs and Revenue Agency and members of the general public interviewed in the course of such investigations.

**Purpose:** The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Customs and Revenue Agency legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Customs and Revenue Agency Policy on Terms and Conditions of Employment.

**Consistent Uses:** Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice.

**Retention and Disposal Standards:** Files are maintained for five years after the case is closed.

**TBS Registration:** 000004

**Bank Number:** CCRA PPE 813

### **Word Processing Equipment Training Reports**

**Description:** This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

**Class of Individuals:** Employees of Canada Customs and Revenue Agency.

**Purpose:** This bank is used to provide a history of employees' training on word processing software.

**Retention and Disposal Standards:** Records in the bank are retained for five years.

**TBS Registration:** 002027

**Bank Number:** CCRA PPE 805

### **Canada Customs and Revenue Agency Leave and Overtime Reporting System**

**Description:** Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CCRA Agency with the exception of terms under three months.

**Class of Individuals:** Employees of the Agency.

**Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

**Retention and Disposal Standards:** Current year plus two.

**TBS Registration:** 003543

**Bank Number:** CCRA PPE 804

### **Employee Profiles**

**Description:** Information in the bank contains personal information on CCRA employees, including name, address, record identifier experience & skills performance appraisals, competency assessment results, training and learning records, career development data.

**Class of Individuals:** Employees of CCRA.

**Purpose:** To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance.

**Consistent Uses:** External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa.

**Retention and Disposal Standards:** Until an employee retires or for a minimum of two years following the date an employee leaves the CCRA and then sent to Archives.

**Related PR#:** CCRA PSE 921

**TBS Registration:** 005105

**Bank Number:** CCRA PPE 830

### **Employment Equity Program**

**Description:** This bank contains information from the self-identification questionnaire called the Work Force Profile that gives the Canada Customs and Revenue Agency (CCRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information.

**Class of Individuals:** Employees of the CCRA.

**Purpose:** The CCRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour

market availability. This allows the CCRA to assess their progress on employment equity. The aggregated information will also appear in the CCRA's report to Parliament on employment equity. To get a complete picture of the CCRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems.

**Consistent Uses:** The data is primarily collected for statistical purposes. The information is used for the CCRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups.

**Retention and Disposal Standards:** Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives.

**Related PR#:** CCRA PSE 918

**TBS Registration:** 005107

**Bank Number:** CCRA PPE 820

### **Managerial and Confidential Exclusions**

**Description:** Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level.

**Class of Individuals:** Employees of the CCRA occupying or have occupied a managerial or confidential excluded position.

**Purpose:** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency.

**Retention and Disposal Standards:** Information is retained until the position is de-excluded.

**RDA Number:** 86/001

**TBS Registration:** 000003

**Bank Number:** CCRA PPE 812

### **Mediation Files Bank**

**Description:** This bank contains information on mediations conducted between employees of the CCRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is

filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement.

**Class of Individuals:** Employees of the CCRA who participated in a Mediation Session.

**Purpose:** The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents.

**Consistent Uses:** The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

**Retention and Disposal Standards:** Records of mediation are retained for two years after the mediation completion date, and then destroyed.

**Related PR#:** CCRA PSE 926

**TBS Registration:** 005106

**Bank Number:** CCRA PPE 825

### Recognition Program

**Description:** The bank includes information about CCRA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award.

**Note:** This bank was formerly entitled Innovation and Excellence.

**Class of Individuals:** Agency employees who have been nominated for a local regional or branch award, a CCRA Award of Excellence, a Long Service Award, a Suggestion Award or an External Award.

**Purpose:** To assist in the administration of the Recognition Program.

**Consistent Uses:** Some local offices use the bank for local record keeping. Some records are maintained on file nationally.

**Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed.

**TBS Registration:** 003212

**Bank Number:** CCRA PPE 810

### CCRA Supervisory In-Basket Exercise Results System

**Description:** Information in the bank includes CCRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership

in designated employment equity groups and group and level of the candidates are also included on a voluntary basis.

**Class of Individuals:** Records in this bank apply to only those individuals who have written the CCRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority.

**Purpose:** This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes.

**Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes.

**TBS Registration:** 003211

**Bank Number:** CCRA PPE 807

### Public Key Infrastructure (PKI) Internal Identification

**Description:** As per the CCRA Certificate Authority Internal Certificate Policy (CCRA CA CP - Internal), the identify of individuals employed by the CCRA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory.

**Class of Individuals:** Employees, contractors, organisational roles, and applications within CCRA.

**Purpose:** PKI certificates will be used to enable telecommuting capabilities and secure email for all CCRA employees.

**Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

**Retention and Disposal Standards:** All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CCRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per guidelines.

**TBS Registration:** 004487

**Bank Number:** CCRA PPE 818

## Canada Council for the Arts

### Chapter 10

#### Particular Personal Information Banks

##### Conflicts of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the Council.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** These files are kept for the duration of employment plus 2 years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** CCA PRN 921

**TBS Registration:** 003780

**Bank Number:** CAC PPE 805

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

## Canada Deposit Insurance Corporation

### Chapter 11

#### Particular Personal Information Banks

##### Conflicts of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the Corporation.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to

resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** These records are kept for the duration of employment plus 2 years and are then destroyed by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CDI LEGAL 530

**TBS Registration:** 002296

**Bank Number:** CDI PPE 805

#### Standard Personal Information Banks

Please see the INTRODUCTION to this



publication for a listing of all Standard Banks and a description of the information that is contained in these banks.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Staffing

Training and Development

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## **Canada Economic Development for Quebec Regions**

### Chapter 12

#### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Staffing

Values and Ethics Code

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## **Canada Firearms Centre**

### Chapter 13

#### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Clearances (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## Canada Industrial Relations Board

### Chapter 14

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

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## Canada Lands Company Limited

### Chapter 15

**Note:** Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.

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## Canada Mortgage and Housing Corporation

### Chapter 16

#### Particular Personal Information Banks

##### CMHC Pension Plan

**Description:** The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name.

**Class of Individuals:** CMHC employees and pensioners.

**Purpose:** The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits.

**Consistent Uses:** Pursuant to the Income Tax

Act, documentation supporting pension entitlements, including the social insurance number is provided to the Office of the Superintendent of Financial Institutions and to Canada Revenue Agency (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements.

**Retention and Disposal Standards:** Records are retained for seven years after the member and dependents are deceased, and the records are then forwarded to a commercial off-site storage facility.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 924

**TBS Registration:** 003134

**Bank Number:** CMH PPE 845

### **Conflict of Interest**

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** CMHC employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 000097

**Bank Number:** CMH PPE 808

### **Electronic Network Monitoring Logs**

**Description:** This bank contains information about electronic use which is compiled when there is suspected misuse of the CMHC electronic networks, as defined by CMHC policies on the use of electronic networks and Internet usage Guidelines for CMHC employees. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency.

**Class of Individuals:** Employees of CMHC.

**Purpose:** The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of CMHC electronic networks.

**Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of CMHC policies on the use of electronic networks and internet usage Guidelines for CMHC employees is determined.

**Retention and Disposal Standards:** Records

are retained for three years following the last use of the information at which time the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 903

**TBS Registration:** 005072

**Bank Number:** CMH PPE 847

### **Employee Assistance Program**

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their spouses and dependents.

Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above- mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program.

**Class of Individuals:** CMHC employees, retirees and their spouses and dependents.

**Purpose:** The bank allows the consultant to ensure continuity of service.

**Consistent Uses:** The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service.

**Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. Prior to transferring files to a new service provider, written consent from the client is required.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 922

**TBS Registration:** 003135

**Bank Number:** CMH PPE 850

### **Employee Medical Files (1977 to 31/12/97)**

**Description:** This bank maintains the medical record of employees and general medical information about family members.

**Class of Individuals:** CMHC employees and family members.

**Purpose:** This bank contains records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations.

**Consistent Uses:** To provide employees access to their medical records through the Access to Information and Privacy Office.

**Retention and Disposal Standards:** Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 922

**TBS Registration:** 001937

**Bank Number:** CMH PPE 802

### **Employee Personal Record**

**Description:** This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave; terms and conditions of employment; pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; terms and conditions of employment; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; and level of security clearance.

**Class of Individuals:** CMHC employees.

**Purpose:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial

health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes.

**Consistent Uses:** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension plan and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension).

**Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to a commercial off-site storage facility. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 925

**TBS Registration:** 002991

**Bank Number:** CMH PPE 815

### **Diversity Management and Employment Equity Program**

**Description:** This bank contains information on designated group members. Respondents are asked to identify, by means of a questionnaire, whether they are a member of the Aboriginal peoples, a person with disability, or a member of a visible minority group.

**Class of Individuals:** Employees of the Corporation.

**Purpose:** This bank provides documentation to assist the integration of diversity principles within CMHC's business processes, while implementing the Employment Equity Act. Data are collected to measure the Corporation's progress in attracting and retaining a diverse workforce that is representative of the Canadian labour force (specifically women, Aboriginal peoples, visible minorities and people with disabilities), capture relevant information on the needs of CMHC employees to ensure the continuous development, revision and implementation of equitable policies, practices and systems to benefit all employees. This includes information that will be used to compare the situation of designated group members with non-designated group members within CMHC; provide a process to identify the accommodation needs of employees, and identify the cultural competencies, such as language capabilities, residing within the Corporation to meet the needs

of its diverse national and international clients. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Management System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Diversity Management and Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources and Skills Development Canada and the CMHC internal Diversity and Employment Equity and other monitoring report. It may also be used for policy and planning purposes related to human resources.

**Retention and Disposal Standards:** Records are destroyed two years after the employee leaves the Corporation.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 921

**TBS Registration:** 002198

**Bank Number:** CMH PPE 809

### Grievances

**Description:** This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances.

**Class of Individuals:** Unionized CMHC employees.

**Purpose:** The purpose of this bank is to record information used in all levels of the grievance process.

**Consistent Uses:** The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process.

**Retention and Disposal Standards:** Five years following date of resolution, the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 002992

**Bank Number:** CMH PPE 820

### Harassment (including discrimination and sexual harassment)

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank.

**Class of Individuals:** CMHC employees.

**Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether harassment is occurring, and when this is the case, to determine the appropriate action to take.

**Consistent Uses:** To support decisions on transfer and discipline of employees.

**Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 002994

**Bank Number:** CMH PPE 830

### Identification and Building-Pass Cards

**Description:** This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

**Class of Individuals:** Employees of the Corporation and contractors/consultants.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards.

**Consistent Uses:** To issue identification and building-pass cards.

**Retention and Disposal Standards:** Records are destroyed three years after an individual has left the Corporation.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 903

**TBS Registration:** 002199

**Bank Number:** CMH PPE 810

### Internal Appeals and Employee Complaint Files

**Description:** This bank records and provides information on internal appeals and employee

complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages.

**Class of Individuals:** Employees who have used the internal appeal system or an external complaint process.

**Purpose:** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file.

**Consistent Uses:** To support decisions of employee transfer and discipline. To support decisions on changes to policies, processes, and practices and to report on these decision.

**Retention and Disposal Standards:** Records are retained for three years from the date of the decision.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 926

**TBS Registration:** 001938

**Bank Number:** CMH PPE 804

#### Investigation Files

**Description:** This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action.

**Class of Individuals:** Employees and the general public.

**Purpose:** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee.

**Consistent Uses:** In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force.

**Retention and Disposal Standards:** Records are retained for three years after the last administrative activity in relation to an individual case.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 903

**TBS Registration:** 001939

**Bank Number:** CMH PPE 806

#### Official Languages

**Description:** This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee

Personnel Record.

**Class of Individuals:** CMHC employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing, and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs.

**Retention and Disposal Standards:** For language test results and for language training attendance records, the retention period is five years, with a one-year dormant period; for language designation of positions, a three-year retention and a five-year dormant period.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 923

**TBS Registration:** 002993

**Bank Number:** CMH PPE 825

#### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record).

**Class of Individuals:** Employees and pensioners of CMHC.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion

of funds in accordance with the Garnishment, Attachment and Pension Diversion Act.

**Retention and Disposal Standards:** Records are sent to an off-site commercial storage facility two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 918

**TBS Registration:** 003133

**Bank Number:** CMH PPE 840

### Staffing-Competition Files

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; interviewed candidates' applications; lists of candidates; rating board assessments, including evaluation notes from selection committees; examination papers and test results; offers of employment; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Internal and external applicants.

**Purpose:** The bank provides a record of the information used in staffing positions.

**Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted.

**Retention and Disposal Standards:** Records are retained for two years or two years after any other

administrative action, at which time the records are destroyed.

**RDA Number:** 96/027

**Related PR#:** CMH HRS 920

**TBS Registration:** 002995

**Bank Number:** CMH PPE 835

### Insured/Non-insured Claims

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents, as well as liability, employee fraud, property damage and mortgage impairment claims.

**Class of Individuals:** CMHC Employees and the general public.

**Purpose:** The purpose of this bank is to maintain information regarding accidents and claims involving CMHC employees and the general public.

**Consistent Uses:** To determine liability for such accidents and claims, to approve damage settlements and provide statistics to meet insurance company's reporting requirements.

**Retention and Disposal Standards:** The records are retained active for five years and dormant indefinitely.

**RDA Number:** 96/027

**Related PR#:** CMH CSS 901

**TBS Registration:** 003295

**Bank Number:** CMH PPE 855

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

# Canada Post Corporation

## Chapter 17

### Particular Personal Information Banks

#### Access Control Systems

**Description:** This bank contains signed identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who have authorized access to Corporation facilities.

**Purpose:** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post.

**Consistent Uses:** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security.

**Retention and Disposal Standards:** The records are retained for two years after expiry of the cards and then destroyed. Visitor logs are retained one year and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC CS 6

**TBS Registration:** 001364

**Bank Number:** CPC PPE 823

#### Work Refusals

**Description:** This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources and Skills Development Canada safety officers, management-employee interview notes and summaries, Human Resources and Skills Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material.

Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work.

**Class of Individuals:** All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons.

**Purpose:** The purpose of this bank is to ensure

and promote a safe workplace.

**Consistent Uses:** The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources and Skills Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related PR#:** CPC HR 6

**TBS Registration:** 003740

**Bank Number:** CPC PPE 806

#### Accounts Payable

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions exist in automated form in the Accounts Payable System and in the Systems Applications and Products (SAP). This includes travel and other expenses claims, approvals and records of payments, including direct deposit information.

**Note:** Payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates.

**Class of Individuals:** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments.

**Purpose:** To support the payment of financial benefits to employees.

**Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes.



**Retention and Disposal Standards:** Records are retained for six years following the year during which the expenses were incurred and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC SM 5

**TBS Registration:** 001337

**Bank Number:** CPC PPE 820

### **Conflict of Interest**

**Description:** This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence.

Individuals seeking access to this bank should specify name, position, title and employment location and dates.

**Class of Individuals:** Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest.

**Purpose:** The purpose of this bank is to support the implementation of the conflict of interest policy.

**Consistent Uses:** The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment.

**Retention and Disposal Standards:** Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 7

**TBS Registration:** 002156

**Bank Number:** CPC PPE 814

### **Corporate Correspondence Service**

**Description:** This bank contains letters and e-mail enquiries addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and regional corporate representatives, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System (CCS). In some but not all cases, the background material exists in automated form as well. Individuals seeking access to this bank should specify the family name and postal code pertinent to the previous enquiry.

**Class of Individuals:** Current or recently terminated employees, and retired employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman, President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry.

**Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential employee enquiries.

**Consistent Uses:** The records are used to support the correspondence system, to monitor the preparation of responses, to monitor follow-up action associated with a letter; for reference purposes when subsequent or similar enquiries are received, and to identify issues of interest, concerns, trends or patterns in employee correspondence.

**Retention and Disposal Standards:** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

**RDA Number:** 91/020

**Related PR#:** CPC COM 3

**TBS Registration:** 002077

**Bank Number:** CPC PPE 826

### **Employee Assistance**

**Description:** Family Services Employee Assistance Program is a subcontracted service. All information is kept at the FSEAP office.

There are no Canada Post files on Employee Assistance Program. Family services may retain case management records in both hard copy and automated form. Individuals seeking access to records that may exist on them are encouraged to deal directly with Family Services by phoning 1-800-668-9920.

**Class of Individuals:** A case is initiated when an employee calls the 1-800 in-take line.

**Purpose:** Employee Assistance is a voluntary program for Canada Post employees experiencing personal or work-related problems that may be resolved through professional care.

**Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling; to

assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes. Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates.

**Retention and Disposal Standards:** FSEAP records are retained for a minimum period of seven years and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 8

**TBS Registration:** 001354

**Bank Number:** CPC PPE 811

### Employee Health Record

**Description:** This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment if given by the Occupational Health Nurse; certification documents containing confidential medical information; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations. Certain information exist in automated form. Case review committee records are stored separately.

**Class of Individuals:** Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service.

**Purpose:** To support Occupational Health and Rehabilitation programs.

**Consistent Uses:** The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to support benefit entitlements related to work-related injuries and illnesses

(physician's certificates with no confidential medical information may be attached to the Employee Personal File; to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies.

**Retention and Disposal Standards:** Records are retained for a period of 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are transferred to the National Archives of Canada but where volume and space permit, some regions keep them on site until they are destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 9

**TBS Registration:** 003158

**Bank Number:** CPC PPE 840

### Employee Involvement Program

**Description:** This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion number, date and location.

**Class of Individuals:** Canada Post employees who have submitted suggestions. (Note that payment records regarding awards may be stored in Accounts Payable, CPC PPE 820).

**Purpose:** The purpose of this bank is to support the Employee Involvement Program.

**Consistent Uses:** The records are used to promote, help identify, evaluate and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File and/or to the Human Resources module of Systems Applications and Products (SAP). The

computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed via the Corporation's publications.

**Retention and Disposal Standards:** Records are retained for six years after the year of last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 10

**TBS Registration:** 001351

**Bank Number:** CPC PPE 807

### **Employee Personal File (Benefits component)**

**Description:** This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, staffing forms), health and dental insurance applications, disability insurance claims and records related to allowances, incentives and termination. Other supporting documentation may include copies of named dependents for health and dental plans, birth certificates, marriage/separation/divorce papers, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in the Human Resources Management Benefits Administration (HRMBA) system and in the Systems Applications and Products (SAP). (Note that copies of records relating to deductions, allowances, incentives, prerequisites and termination may be stored in the payroll component of the Employee Personal File).

**Class of Individuals:** All existing and recently terminated Canada Post Corporation employees who are eligible to receive employee benefits.

**Purpose:** The purpose of this bank is to support the administration of benefit entitlements and the payment of some allowances for employees.

**Consistent Uses:** The records are used to provide information necessary for benefits administration for Canada Post Corporation. Information is shared with the Canada Post pension plan (re: pension administration), and with group medical insurers. The records are also used to assist in the processing of disability insurance claims and to determine continuous service dates for the purpose of calculating severance pay. In the SAP system there is an employee Self Serve module to provide access to the employees. Please note that certain benefits data may be accessed directly by the

employees concerned via EMPLOYEE SELF SERVE. Please note that the HRMBA system was archived in 2004.

**Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use).

**RDA Number:** 91/020

**Related PR#:** CPC HR 11

**TBS Registration:** 001346

**Bank Number:** CPC PPE 802

### **Employee Personal File (Career component)**

**Description:** This bank is also known as "Employee Human Resource Management." It contains performance appraisals (for management, exempt, APOC and PSAC), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, awards (e.g. Bravo and Service Excellence), letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. Certain information exists in automated form, in the Personal Development and Personal Administration modules of Systems Applications and Products (SAP). This includes such personal information as performance objectives, competency reviews, training and development plans, mid-year reviews, probation reports and improvement plans and year-end evaluations, as well as test results.

**Class of Individuals:** Most current or recently terminated Canada Post Corporation employees. (Career files do not yet exist in some regions and among some bargaining units).

**Purpose:** To support the development of an employee's career.

**Consistent Uses:** The records are used in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, succession planning, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees

(supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit).

**Retention and Disposal Standards:** Records are retained for 10 years after termination of employment from Canada Post and then destroyed. Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 12

**TBS Registration:** 003546

**Bank Number:** CPC PPE 808

#### **Employee Personal File (Payroll component)**

**Description:** This bank contains such records as letters of authorization, T4 and other tax deduction information, direct deposit information, union dues, Canada Pension Plan deductions, rebates and savings plan, and, if applicable, records related to allowances, overtime, shift differential, incentives, perquisites, overpayments, termination and leave forms related to WCB claims. Certain information exists in automated form, in Ceridian computer systems and in the following Canada Post systems: the National Overpayment System and Pay System. Certain information also exists in the Personnel Administration, Time Management and Payroll modules of Systems Applications and Products (SAP). (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites and termination are also stored in the Employee Personal File (Benefits component, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Canada Revenue Agency and Human Resources and Skills Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether pay information is required.

**Class of Individuals:** All existing and recently terminated Canada Post Corporation employees.

**Purpose:** The purpose of this bank is to support the payment of salaries and financial benefits to employees.

**Consistent Uses:** The records are used to provide information necessary for all salary and

payroll functions for Canada Post Corporation - for example, to calculate pay, to issue cheques for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments; and provide other payroll data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with the Canada Post pension plan (re: pension administration), with Canada Revenue Agency (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies. Information is also disclosed to Human Resources Development and Skills Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813).

**Retention and Disposal Standards:** Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 13

**TBS Registration:** 002010

**Bank Number:** CPC PPE 815

#### **Employee Reintegration Project**

**Description:** This bank contains such records as field summary reports (providing permanent restrictions/limitations), fitness assessments, functional ability assessments, progressive work plans and optimized work plans, memoranda of agreements on accommodated employees, job task guidelines, check off sheets (outlining essential tasks within each section), initial employee summary sheets containing tombstone data and initial duties being performed, WSIB documents concerning permanent restrictions deemed by the Board, notices and summaries of employee optimization meetings and chronology notations.

**Class of Individuals:** All current or recently terminated Canada Post employees in the Toronto Region Letter Processing Plants who are permanently, partially disabled. Similar projects and records may exist in other large plants or depots, e.g., in Ottawa, Edmonton and Montreal.

**Purpose:** To support the placement of permanently, partially disabled employees in the South Central Letter Processing Plant and to ensure that employees are performing duties/tasks within their identified permanent restrictions/ limitations.

**Consistent Uses:** The records are used: for case management purposes to place PPD employees in useful work consistent with their work restrictions. The information is assessed by Health Services and the project coordinators, often shared with the employees concerned and their union representatives and used by current or prospective supervisors, to ensure proper work assignments. The records also facilitate the study and correction of workplace conditions that may contribute to illness and injury.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development

**Related PR#:** CPC HR 14

**TBS Registration:** 005245

**Bank Number:** CPC PPE 880

### Employment Equity

**Description:** This bank contains hardcopy and automated data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking information from this bank should provide their full name and work location.

**Class of Individuals:** Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples.

**Purpose:** The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act.

**Consistent Uses:** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the Canadian labour

market availability. The statistical data is used to determine designated groups' representation by geographical recruitment area, salary, hiring promotion, termination and occupational group within Canada Post and, where underrepresented, to identify appropriate measures to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources and Skills Development Canada. Certain information exists in the Systems Applications and Products (SAP).

**Retention and Disposal Standards:** Paper records are retained for three years after their use to compile reports to Parliament.

Automated records are retained indefinitely for current employees. Records for terminated employees are retained for two years after the date of termination and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 15

**TBS Registration:** 001353

**Bank Number:** CPC PPE 810

### Financial Accountability Cases

**Description:** This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may be stored in the Employee Personal File and Legal Affairs, CPC PPE 827).

**Class of Individuals:** Canada Post employees involved in actual or suspected losses of financial assets.

**Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation.

**Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses.

**Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss and then destroyed. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks.

**RDA Number:** 91/020

**Related PR#:** CPC HR 16

**TBS Registration:** 001763  
**Bank Number:** CPC PPE 818

### **Fleet Management**

**Description:** This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date.

**Class of Individuals:** Drivers of Canada Post vehicles.

**Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles.

**Consistent Uses:** Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions).

**Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use and then destroyed.

**RDA Number:** 91/020  
**Related PR#:** CPC OPS 2

**TBS Registration:** 002011  
**Bank Number:** CPC PPE 825

### **Parliamentary Relations**

**Description:** This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Parliamentary Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier.

**Class of Individuals:** Employees, where they are the subject of the enquiry.

**Purpose:** The purpose of this bank is to support and respond to enquiries.

**Consistent Uses:** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends.

**Retention and Disposal Standards:** General correspondence is retained for two calendar years after last administrative use and then destroyed. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use and then destroyed.

**RDA Number:** 97/020  
**Related PR#:** CPC COM 3  
**TBS Registration:** 004000  
**Bank Number:** CPC PPE 833

### **Grievances and Arbitrations**

**Description:** This bank contains such information as presentations by employees and bargaining unit representatives, grievance receipt notices and replies by management, testimony by witnesses and occasional legal opinions, investigation and analysis reports

prepared by outside agencies, (e.g. police, workers' compensation boards), job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Provincial and Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter.

**Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement.

**Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation and application of collective agreements.

**Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Industrial Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record).

**Retention and Disposal Standards:** Records are retained for three years after resolution or withdrawal and then destroyed, unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal and then destroyed. Publicly available summaries are retained (in LRJIS).

**RDA Number:** 91/020

**Related PR#:** CPC HR 17

**TBS Registration:** 001356

**Bank Number:** CPC PPE 813

### **Human Resource Information System (HRIS) — CLOSED (2002)**

**Description:** This computerized bank contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birth date, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, organizational information, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number.

**Class of Individuals:** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985.

**Purpose:** To support the compensation and benefits of all CPC employees.

**Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes.

**Retention and Disposal Standards:** Disposal of data related to the various programs

supported by HRIS are governed by the retention schedules applicable to their pertinent banks.

**RDA Number:** 91/020

**Related PR#:** CPC HR 18

**TBS Registration:** 001348

**Bank Number:** CPC PPE 804

### Human Rights

**Description:** This bank contains confidential documents with respect to the submission of human rights complaints, as well as investigation and analysis reports and records of decisions taken during the investigation and resolution of said complaints. Background information varies with the complaint, but could include grievances, medical reports and other correspondence related to the subject of the complaint. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. Certain information exists in automated form as a confidential module of the Systems Applications and Products (SAP).

**Class of Individuals:** Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants.

**Purpose:** The purpose of this bank is to support the investigation and resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act.

**Consistent Uses:** The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File; Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint.

**Retention and Disposal Standards:** Records are retained for five calendar years after year of case closed and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 19

**TBS Registration:** 001352

**Bank Number:** CPC PPE 809

### Investigative Body Requests – Employees

**Description:** This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address.

**Class of Individuals:** Employees who are the subject of, or party to, lawful investigations.

**Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized.

**Consistent Uses:** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits.

**Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 20

**TBS Registration:** 001342

**Bank Number:** CPC PPE 829

### Legal Affairs

**Description:** This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks.

**Class of Individuals:** Current or terminated employees involved in legal matters.

**Purpose:** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation.

**Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests.

**Retention and Disposal Standards:** Records are retained for ten years after the year of termination of contract or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement and then destroyed. Memoranda (citing authority), opinions and advice are retained 100 years after case closed and then destroyed.

**RDA Number:** 97/020

**Related PR#:** CPC SEC 3

**TBS Registration:** 002078

**Bank Number:** CPC PPE 827



### Service Recognition Program

**Description:** The Service Recognition database contains such records as: name, home address and telephone number, service entry, award distribution and, employee identification numbers.

**Class of Individuals:** The Service Recognition program recognizes employees at five year intervals.

**Purpose:** The Service Recognition Program is the means by which Canada Post acknowledges its employees' service achievements.

**Consistent Uses:** To track service recognition within Canada Post.

**Retention and Disposal Standards:** Records are retained for the duration of employment plus two years and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 21

**TBS Registration:** 002989

**Bank Number:** CPC PPE 830

### National Time & Attendance System (NTA) — CLOSED (2002)

**Description:** This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the payroll component of the Employee Personal File.

**Class of Individuals:** All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site.

**Purpose:** The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility.

**Consistent Uses:** The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought.

**Retention and Disposal Standards:** Records are retained for a minimum two-year period.

**RDA Number:** To be determined

**Related PR#:** CPC HR 22

**TBS Registration:** 003547

**Bank Number:** CPC PPE 831

### Northern Services

**Description:** Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records.

Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Much of this data exist in automated form in the personnel administration module of CPC's Systems Applications and Products (SAP); and shared with Accounts Payable (CPC PPE 820) and Payroll Operations (see the pay component of the Employee Personal File).

**Class of Individuals:** Approximately 300 Northern Services employees and their dependants.

**Purpose:** To support the compensation of Northern Services employees.

**Consistent Uses:** To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries.

**Retention and Disposal Standards:** Records are retained for a minimum two-year period following termination and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CPC OPS 3

**TBS Registration:** 003548

**Bank Number:** CPC PPE 832

### Official Languages Complaints

**Description:** This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process.

Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

**Class of Individuals:** Individuals or groups who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Relationship Network).

**Purpose:** The purpose of this bank is to support the investigation and resolution of

complaints submitted by individuals or groups under the Official Languages Act and to retain an audit trail of actions taken.

**Consistent Uses:** The records are used to report internally to the executive and to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action.

**Retention and Disposal Standards:** Complaint files are retained for five calendar years after complaint resolved or withdrawn and will then be destroyed.

**RDA Number:** 98/005

**Related PR#:** CPC HR 23

**TBS Registration:** 003932

**Bank Number:** CPC PPE 853

### Parking

**Description:** This bank contains permit applications for parking, including special parking privileges, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions may also exist in automated form. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who have applied for or received CPC parking permits.

**Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities.

**Consistent Uses:** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators.

**Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed.

**RDA Number:** 97/020

**Related PR#:** CPC ADM 2

**TBS Registration:** 001359

**Bank Number:** CPC PPE 817

### Pension Administration Database

**Description:** The Canada Post Corporation Registered Pension Plan (CPCRPP) Database contains demographic and employment

information for employees and retirees covered under the CPCRPP. It contains such information as pension eligibility date, years of pensionable service, employee identification number, birthdate, sex, marital status, marital status effective date, home address, home phone number, bargaining unit designator, employee type, base salary, pensionable allowances, appointment history, termination date and reason, amount of contributions deducted, annual pensionable earnings base, length of work week, employee status, payroll, payment deduction information including garnishee information if applicable, banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for statutory purposes in the issuance of the appropriate taxation forms.

**Class of Individuals:** There are records and data for all existing CPC employees that are members and retirees of the CPCRPP. Individuals seeking access to their records in this bank are encouraged to phone the toll free number: 1-877-480-9220.

**Purpose:** To calculate, authorize, and pay pension benefits for all CPCRPP members and their survivors.

**Consistent Uses:** The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, Pension Benefits Division as required by marriage breakdown, commuted pension benefits, Pension Adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting, Past Service Pension Adjustments (PSPA), and the calculation of personalized pension statement or deficient employee contributions. The information may also be used for statistical reports and information sheets to aid in the administration of the plan.

**Retention and Disposal Standards:** The retention schedule is currently under development.

**RDA Number:** Under development

**Related PR#:** CPC HR 24

**TBS Registration:** 005246

**Bank Number:** CPC PPE 885

### Postal-Related Crimes/Offences

**Description:** This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on

members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.

**Class of Individuals:** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail.

**Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post.

**Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution.

**Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently.

**RDA Number:** 91/020

**Related PR#:** CPC CS 7

**TBS Registration:** 001365

**Bank Number:** CPC PPE 824

#### **Postmark Awards**

**Description:** This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information

supporting the nomination. Taxable benefits are reported to Finance for the completion of T-4 statements.

**Class of Individuals:** Employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, leadership and team of the year. As well as retired employees who have been nominated in the Heritage Club Involvement category.

**Purpose:** To recognize and honour the exceptional achievements of CPC employees.

**Consistent Uses:** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the Employee Personal File.

**Retention and Disposal Standards:** Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated database, are retained for five years after the year of last administrative use and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 25

**TBS Registration:** 003160

**Bank Number:** CPC PPE 850

#### **Privacy Act Requests/Complaints**

**Description:** This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to Canada Post Privacy Coordinators and the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) or complaint(s) concerned. Certain information exists in automated form as a confidential module of Systems Applications and Products (SAP).

**Class of Individuals:** Canada Post employees who have submitted formal access, correction and notation requests, or internal requests for advice to a Canada Post privacy Coordinator or

internal or formal complaints; or who are the subject of exceptional third party requests.

**Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken.

**Consistent Uses:** The records in it are used to process access, correction and notation requests; to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding requests, exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions.

**Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 26

**TBS Registration:** 001366

**Bank Number:** CPC PPE 828

### Reliability Checks

**Description:** This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited status information exists in automated form as a data element of the Personnel Administration module of Systems Applications and Products (SAP). Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets.

**Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post.

**Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

**Retention and Disposal Standards:** Records are retained for two years after the year the

check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

**RDA Number:** 91/020

**Related PR#:** CPC CS 8

**TBS Registration:** 001363

**Bank Number:** CPC PPE 822

### Relocation

**Description:** This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) Automated system also includes records pertaining to real estate matters. Individuals seeking access to this bank should specify the locations involved and the approximate dates.

**Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions.

**Purpose:** The purpose of this bank is to support the relocation of employees.

**Consistent Uses:** The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation.

**Retention and Disposal Standards:** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy and then destroyed. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data.

**RDA Number:** 91/020

**Related PR#:** CPC HR 27

**TBS Registration:** 001358

**Bank Number:** CPC PPE 816

### Risk Management Claims

**Description:** This bank contains records regarding claims for damages involving, general liability and motor vehicle liability, legal opinions, settlement transactions and other

correspondence relating to incidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment income or medical expense). The records also concern losses to Canada Post property due to fire, storm impact and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the cause and type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Relationship Network, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date.

**Class of Individuals:** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE 818).

**Purpose:** The purpose of this bank is to support the resolution of Corporation and third party claims.

**Consistent Uses:** Records are used to determine liability for motor vehicle, and other accidents involving third parties, as well as damage to CPC property; to approve damage settlements, such as payments by and to the Corporation (claims requiring investigation, particularly those involving injury, are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent and mitigate recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim.

**Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, and then destroyed unless a minor was involved, in which case the records are retained for six fiscal years after the

minor's age of majority (varies from province to province).

**RDA Number:** 91/020

**Related PR#:** CPC CS 8

**TBS Registration:** 001360

**Bank Number:** CPC PPE 819

### **Scholarship Program**

**Description:** This bank contains such records as application forms, awards, and related correspondence. Personal information collected on scholarship applicants includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Canada Revenue Agency. These are reported to Finance for the completion of T-4 statements.

**Class of Individuals:** Children of regular full and part-time employees who have submitted applications.

**Purpose:** To support the administration of a scholarship program for the children of Canada Post employees.

**Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes.

### **Retention and Disposal Standards:**

Unsuccessful applications are retained for three years after the year of the scholarship award decision and then destroyed. Successful scholarship records are retained for six years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data.

**RDA Number:** 91/020

**Related PR#:** CPC HR 28

**TBS Registration:** 003157

**Bank Number:** CPC PPE 835

### **Security Clearances**

**Description:** This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited status information may exist in automated form as data elements of the Personnel Administration module module of Systems Applications and Products (SAP). Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems.

**Purpose:** The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions.

**Consistent Uses:** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks.

**Retention and Disposal Standards:** Paper records are retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately.

**RDA Number:** 91/020

**Related PR#:** CPC CS 9

**TBS Registration:** 001362

**Bank Number:** CPC PPE 821

### **Executive Services**

**Description:** This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation.

**Note:** Payment records are also stored in Accounts Payable, CPC PPE 820.

**Class of Individuals:** A small percentage of non-unionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant.

**Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized employees.

**Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802.

**Retention and Disposal Standards:** Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed.

**RDA Number:** 91/020

**Related PR#:** CPC HR 29

**TBS Registration:** 001355

**Bank Number:** CPC PPE 812

### **Staffing and Employment**

**Description:** This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, job descriptions, selection profiles, competition posters, transfer requests, resumes of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notes of post-board interviews and related correspondence. A limited number of records may also be retained by the Internal Audit department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location.

**Class of Individuals:** Employees who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.

**Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities.

**Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial

information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal file; certain information exists in automated form, in the Recruitment module of Systems Applications and Products (SAP). Other SAP modules used in support of Recruitment include; Organization Management ( position information ); Personnel Administration ( eligibility, seniority, and transfer data ); and Personnel Development ( ompetencies ). To assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken.

**Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded.

**RDA Number:** 91/020

**Related PR#:** CPC HR 30

**TBS Registration:** 001345

**Bank Number:** CPC PPE 801

### Supervisory Records

**Description:** This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; all three components of the Employee Personal File, CPC PPE 802, 808 and 815; CPC PPE 804; Grievances & Arbitrations, CPC PPE 813; Workers' Compensation Board Claims, CPC

PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s).

**Class of Individuals:** Current or recently terminated CPC employees on whom supervisors retain files.

**Purpose:** To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees.

**Consistent Uses:** To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. SAP facilitates such supervisory duties as time management, performing human resources planning and development and expense claims.

**Retention and Disposal Standards:** Minimum two years for records used in decision making.

**RDA Number:** 98/005

**Related PR#:** CPC HR 31

**TBS Registration:** 003739

**Bank Number:** CPC PPE 803

### Training

**Description:** This bank contains such records as course applications, authorizations, registrations and evaluations (for both participants and trainers), official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the training and event management module of Systems Applications and Products (SAP). (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number

where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken.

**Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control.

**Purpose:** The purpose of this bank is to support the training of employees.

**Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in the Systems Applications and Products (SAP)).

**Retention and Disposal Standards:** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only.

**RDA Number:** 91/020

**Related PR#:** CPC HR 32

**TBS Registration:** 001349

**Bank Number:** CPC PPE 805

### **Vocational Rehabilitation**

**Description:** This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports,

case closure reports, and related correspondence. In regions where there is a separate Vocational Rehabilitation (VR) file, it is considered an extension of the Employee Health Record. In regions where there is not a separate VR file, some of the following file contents may be found in the Employee Health Record. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845).

**Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness.

**Purpose:** To support the reintegration of permanently partially disabled employees.

**Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the employee's case (e.g., treating physicians, medical consultants, occupational health nurses, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits.

**Retention and Disposal Standards:** Records are retained 100 years after termination from CPC. Two years after employment termination, the Vocational Rehabilitation file and the Employee Health Records are merged and then placed alphabetically in sealed boxes. Most boxes of records are sent to National Archives of Canada but where volume and space permit, some regions keep them on site before destruction.

**RDA Number:** 91/020

**Related PR#:** CPC HR 33

**TBS Registration:** 003292

**Bank Number:** CPC PPE 851

### **Workers' Compensation Board**

**Description:** This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS) and in the



Environment, Health and Safety module of SAP. Automated data includes background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number where required by the Workers' Compensation Board in question. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. There is also a corporate WCB database that reflects all the costs charged to CPC by HRDC on individual claims.

**Class of Individuals:** Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims.

**Purpose:** To support Workers' Compensation Board programs.

**Consistent Uses:** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS and the corporate WCB database support the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Human Resources and Skills Development Canada,

medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees.

**Retention and Disposal Standards:** Paper records are retained for 100 years after the fiscal year of the last injury and then destroyed. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work.

**RDA Number:** 91/020

**Related PR#:** CPC HR 34

**TBS Registration:** 003159

**Bank Number:** CPC PPE 845

### **Workforce Management and Planning**

**Description:** This bank contains such records as expressions of interest for separation or retirement incentives, employee name, length of service, weekly salary, estimated and actual payments, acceptance or refusal and related financial data. Limited master data is drawn from the Systems Applications and Products (SAP). Related records may also be found in the Employee Personal file.

**Class of Individuals:** Current or former employees of Canada Post Corporation who have expressed interest in a separation or retirement incentive or who have left CPC after receiving such an incentive. In addition, this bank applies to current employees who are considered subject matter experts in their fields whose knowledge or skills are critical to achieving business objectives.

**Purpose:** Initially the purpose of this bank was to support CPC's restructuring objectives which are no longer available. The current listing and ranking of subject matter experts is intended to assess the impact of their eventual departure and to assist in the development of knowledge transfer plans to minimize the risk.

**Consistent Uses:** The incentive records were used to assess applicant eligibility, estimate individual incentive amounts and process payments. The listing of subject matter experts is currently used for human resources planning purposes.

**Retention and Disposal Standards:** A retention/disposal schedule is being developed. The listing of subject matter experts is updated on a yearly basis.

**RDA Number:** Under development

**Related PR#:** CPC HR 35

**TBS Registration:** 003738

**Bank Number:** CPC PPE 834

# Canada Revenue Agency

## Chapter 18

### Particular Personal Information Banks

#### Activity Management and Costing Data Bank

**Description:** Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization, and project/case, plus non-compliance and unreported time/production reports.

**Class of Individuals:** Individuals identified in this bank are all employees of Canada Revenue Agency, as well as staff members who have been engaged under personal service contracts.

**Purpose:** The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority.

**Consistent Uses:** Agency Managers use data and information from this bank to analyze employee activity and determine associated costs. By way of example, the bank can provide decision support for work assignment and work distribution within a given organization. Data from this bank can also be used as an input to decisions on how best to allocate subsequent years' resources for a given organization.

**Retention and Disposal Standards:** Input records in this bank are maintained for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA FAB 006

**TBS Registration:** 003544

**Bank Number:** CRA PPE 811

#### Internal Investigations

**Description:** This bank contains administrative investigation reports and correspondence between officials of the Canada Revenue Agency with respect to whether an allegation

against an employee is founded or not founded.  
**Class of Individuals:** Current or former employees of the Canada Revenue Agency as well as other employees or members of the general public interviewed in the course of such investigations.

**Purpose:** The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Revenue Agency policies, codes, guidelines, legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with employees or members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Revenue Agency Policy on Terms and Conditions of Employment.

**Consistent Uses:** Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to the Department of Justice.

**Retention and Disposal Standards:** Files are maintained indefinitely.

**RDA Number:** To be determined

**Related PR:** CRA PRN 903

**TBS Registration:** 000004

**Bank Number:** CRA PPE 813

#### Word Processing Equipment Training Reports

**Description:** This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization.

**Class of Individuals:** Employees of Canada Revenue Agency.

**Purpose:** This bank is used to provide a history of employees' training on word processing software.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records

in the bank are retained for five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 927

**TBS Registration:** 002027

**Bank Number:** CRA PPE 805

### **Canada Revenue Agency Leave and Overtime Reporting System**

**Description:** Data contained in this bank pertain to occurrences of leave, overtime, shift work and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CRA Agency with the exception of terms under three months.

**Class of Individuals:** Employees of the Agency.

**Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shift work data on all continuing Agency employees, as well as term employees over three months.

The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. Individual reports, containing detailed information of leave and overtime activity, is available to employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority.

**Consistent Uses:** The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements.

**Retention and Disposal Standards:** Current year plus two and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 918

**TBS Registration:** 003543

**Bank Number:** CRA PPE 804

### **Employee Profiles**

**Description:** Information in the bank contains personal information on CRA employees, including name, address, phone number, record identifier, salary experience & skills, education, performance appraisals, performance pay or performance leave, competency assessment results, training and learning records, career development data.

**Class of Individuals:** Employees of CRA.

**Purpose:** To maintain up to date information

on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance.

**Consistent Uses:** External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa.

**Retention and Disposal Standards:** Until an employee retires or for a minimum of two years following the date an employee leaves the CRA and then sent to Archives.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 920

**TBS Registration:** 005105

**Bank Number:** CRA PPE 830

### **Employment Equity Program**

**Description:** This bank contains information from the self-identification questionnaire called the Workforce Profile that gives the Canada Revenue Agency (CRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible for maintaining and supporting CAS for Employment Equity have access to this information.

**Class of Individuals:** Employees of the CRA.

**Purpose:** The CRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour market availability. This allows the CRA to assess their progress on employment equity.

The aggregated information will also appear in the CRA's report to Parliament on employment equity. To get a complete picture of the CRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hiring, promotions and, separations gathered from existing information systems.

**Consistent Uses:** The data is primarily collected for statistical purposes. The information is used for the CRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups.

**Retention and Disposal Standards:** Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 926

**TBS Registration:** 005107

**Bank Number:** CRA PPE 820

#### **Managerial and Confidential Exclusions**

**Description:** Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level.

**Class of Individuals:** Employees of the CRA occupying or have occupied a managerial or confidential excluded position.

**Purpose:** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Agency.

**Consistent Uses:** The data is collected to process exclusion proposal of a position or update the information (group/level, title, incumbent, etc.) on an already excluded position. Some information contained in this bank is provided to the Public Services Staff Relations Board (PSSRB) and the applicable bargaining agent. Some information contained in this bank is provided to local/regional human resources offices including compensation sections for actions to be taken.

**Retention and Disposal Standards:** Information is retained until the position is de-excluded.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 926

**TBS Registration:** 000003

**Bank Number:** CRA PPE 812

#### **Mediation Files Bank**

**Description:** This bank contains information on mediations conducted between employees of the CRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement.

**Class of Individuals:** Employees of the CRA who participated in a Mediation Session.

**Purpose:** The purpose of this bank is to ensure consistency and confidentiality in the filing of Mediation documents.

**Consistent Uses:** The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements.

**Retention and Disposal Standards:** Records of mediation are retained for two years after the mediation completion date, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 926

**TBS Registration:** 005106

**Bank Number:** CRA PPE 825

#### **Recognition Program**

**Description:** The bank includes information about CRA's Recognition Program. The information may include the name of the employee; a synopsis of the achievements; the employee's group, level and work location; and the type of award.

**Note:** This bank was formerly entitled Innovation and Excellence.

**Class of Individuals:** Agency employees who have been nominated for a local regional or branch award, a CRA Award of Excellence, a Long Service Award, a Suggestion Award or an External Award.

**Purpose:** The data is primarily collected to assist in the administration of the Recognition Program and for statistical purposes as well.

**Consistent Uses:** Some records are kept at local offices while others are maintained on file nationally.

**Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 921

**TBS Registration:** 003212

**Bank Number:** CRA PPE 810

### **CRA Supervisory In-Basket Exercise Results System**

**Description:** Information in the bank includes CRA Supervisory In-Basket Exercise results, date of test, last name, first name and initials, and personal record identifier, gender, date of birth number of years of service, education, membership in designated employment equity groups and group and level of the candidates are also included on a voluntary basis.

**Class of Individuals:** Records in this bank apply to only those individuals who have written the CRA Supervisory In-Basket Exercise for a selection process. Access will not be permitted without adequate proof of identification and/or authority.

**Purpose:** This information bank was established to provide the Resourcing Standards and Assessment Services Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one selection process to another, analyzing test results and allowing for collection of follow-up data for research purposes.

**Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes.

**RDA Number:** 98/005

**Related PR#:** CRA PRN 921

**TBS Registration:** 003211

**Bank Number:** CRA PPE 807

### **Public Key Infrastructure (PKI) Internal Identification**

**Description:** As per the CRA Certificate Authority Internal Certificate Policy (CRA CA CP - Internal), the identify of individuals employed by the CRA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or date of birth. Information collected for identification and authentication purposes includes the employee's name and SMTP mail address which are published to the X.500 directory.

**Class of Individuals:** Employees, contractors, organisational roles, and applications within CRA.

**Purpose:** PKI certificates will be used to enable telecommuting capabilities and secure email for all CRA employees.

**Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

**Retention and Disposal Standards:** All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per guidelines.

**RDA Number:** 98/001

**Related PR#:** CRA ACB 345

**TBS Registration:** 004487

**Bank Number:** CRA PPE 818

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## **Canada School of Public Service**

### Chapter 19

### **Central Personal Information Banks**

#### **Course Registration and Information**

**Description:** This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent CSPA

course number.

**Class of Individuals:** Persons who have taken or are enrolled in a course offered by CSPA.

**Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a course offered by CSPA.

**Consistent Uses:** This bank is used to provide information required to administer training

courses delivered by CSPS.

**Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, and then destroyed.

**RDA Number:** Under development

**Related PR#:** Under development

**TBS Registration:** 001478

**Bank Number:** CSPS PCE 732

#### **Departmental Contact Identification System**

**Description:** This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities.

**Class of Individuals:** Financial contacts and departmental training coordinators.

**Purpose:** This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes.

**Consistent Uses:** This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators.

**Retention and Disposal Standards:** The files are retained as long as the information is still valid.

**TBS Registration:** 003327

**Bank Number:** CSPS PCE 735

#### **Language Review Committee**

**Description:** This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to October 15, 1984, assessment officer's report, language training history, orientation process results, related letters or memos and the Review Committee decision.

**Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee.

**Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee.

**Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to

October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case.

**Retention and Disposal Standards:** Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed.

**RDA Number:** Under development

**Related PR#:** Under Development

**TBS Registration:** 001459

**Bank Number:** CSPS PCE 758

#### **Language Training Orientation**

**Description:** This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the projected duration of training.

**Class of Individuals:** Language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training.

**Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview.

**Consistent Uses:** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply the Language Training Centre with administrative data.

**Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept for twenty (20) years and then deleted.

**RDA Number:** Under development.

**Related PR#:** Under development

**TBS Registration:** 001482

**Bank Number:** CSPS PCE 760

#### **Language Training Services**

**Description:** This bank may contain basic personal data, service and language training requests, aptitude and placement tests results.

**Class of Individuals:** Persons who underwent language training.

**Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes.

**Consistent Uses:** The bank is used for the

eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants.

**Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted.

**RDA Number:** Under development

**Related PR#:** Under development

**TBS Registration:** 001484

**Bank Number:** CSPS CPE 761

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

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# **Canada Science and Technology Museum Corporation**

## Chapter 20

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

## Canada-Newfoundland Offshore Petroleum Board

### Chapter 21

#### Particular Personal Information Banks

##### Employee Personnel Records

**Description:** This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada- Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section.

**Class of Individuals:** Employees of the Board.

**Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board.

**Consistent Uses:** Information may be used for purposes of employment references or group insurance.

**Retention and Disposal Standards:** Following termination, records of former

employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action.

**RDA Number:** The Board has initiated discussions with National Archives to establish new records retention and disposal standards for these records.

**Related PR#:** CNP ADM 010

**TBS Registration:** 002309

**Bank Number:** CNP PPE 801

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Identification and Building Pass Cards

Occupational Safety and Health

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

## Canada-Nova Scotia Offshore Petroleum Board

### Chapter 22

#### Particular Personal Information Banks

##### Employee Personnel Records

**Description:** This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and

development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration and Industrial Benefits.

**Class of Individuals:** Employees and former employees of the Board.

**Purpose:** To provide a record of information on



employees and former employees relating to their employment with the Board.

**Consistent Uses:** Information may be used for purposes of employment references or group insurance.

**Retention and Disposal Standards:** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in

an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action.

**RDA Number:** 98/005

**Program Record Number:** NSO NSO 075

**TBS Registration:** 003314

**Bank Number:** NSO PPE 805

## Canadian Air Transport Security Authority

### Chapter 23

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

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Personnel Security Screening (Reliability Screening / Security Clearance)

Staffing

Training and Development

## Canadian Artists and Producers Professional Relations Tribunal

### Chapter 24

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Employment Equity Program

Identification and Building-Pass Cards

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

**Note:** Information regarding Employee Personnel Record, Employment Equity Program, Official Languages, Staffing, and Pay and Benefits is also held by the Department of Canadian Heritage.

# Canadian Centre for Occupational Health and Safety

## Chapter 25

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 85/001

**Related PR#:** OHS HR 001

**TBS Registration:** 000992

**Bank Number:** OHS PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

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# Canadian Commercial Corporation

## Chapter 26

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Multiculturalism

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

## Canadian Cultural Property Export Review Board

### Chapter 27

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearances)

Staffing

Training and Development

## Canadian Dairy Commission

### Chapter 28

#### Particular Personal Information Banks

##### Employee Personnel Records

**Description:** This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human Resources Office. The bank is used to provide information for manpower planning and general personnel management.

**Class of Individuals:** Employees and former employees of the Commission.

**Purpose:** To provide a record of information on employees and former employees relating to their employment with the Commission.

**Consistent Uses:** Information may be used for purposes of employment references or group insurance.

**Retention and Disposal Standards:** Records of former employees are transferred to the National Archives of Canada two years following termination of employment.

**RDA Number:** 69/046

**Related PR#:** CDC PRN 919, CDC PRN 921, CDC PRN 918, CDC PRN 925, CDC PRN 927

**TBS Registration:** 004048

**Bank Number:** CDC PPE 801

##### Travel and Employees Expenditure Accounts

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. It also contains expense reports, receipts, cheque requisitions, advances and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

**Class of Individuals:** Employees of the Commission claiming travel expenses; course fees, membership fees; and other payments.

**Purpose:** The purpose of this bank is to maintain information regarding travel of government employees. It is also used for the payment of invoices and claims to employees of the Commission claiming travel expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration of pay and benefits.

**Consistent Uses:** To administer the travel function with respect to their approvals as well as posting authorizations, advances and claims. Records are also used for the issuance of statement of taxable benefits for income tax purposes.

**Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

**RDA Number:** 69/046

**Related PR#:** CDC PRN 903

**TBS Registration:** 004321  
**Bank Number:** CDC PPE 810

### Staffing

**Description:** The bank may contain staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; list of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Employees of the Commission.

**Purpose:** The bank provides a record of the information used in staffing positions within the Commission. It is also a source of data for employment equity programs and services.

**Consistent Uses:** To select candidates, staff

positions and process complaints for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected.

**Retention and Disposal Standards:** Records are retained for two years after the staffing takes place, or two years after any other administrative action, at which time the records are destroyed.

**RDA Number:** 69/046

**Related PR#:** CDC PRN 920

**TBS Registration:** 004322

**Bank Number:** CDC PPE 815

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Grievances

Harassment

Parking

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## Canadian Environmental Assessment Agency

### Chapter 29

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

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Occupational Safety and Health

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Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

# Canadian Food Inspection Agency

## Chapter 30

### Particular Personal Information Banks

#### Acquisition Card Applications

**Description:** Information collected for the purpose of Acquisition Card Issuance. Topics include full name, date of birth, mother's maiden name, sex, employee status and job title.

**Class of Individuals:** The Acquisition Card Coordinator and Acquisition Card suppliers will require this information.

**Purpose:** Both the Acquisition Card Coordinator and the Acquisition Card suppliers require this information for security and identification purposes, in order to issue Government of Canada Acquisition Cards.

**Consistent Uses:** This information will be maintained by the Acquisition Card Coordinator in order to provide accurate and secure service to cardholders on a daily basis.

**Retention and Disposal Standards:** These files will be retained for 6 years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** CFIA 860

**TBS Registration:** 004441

**Bank Number:** CFIA PPE 830

#### Departmental and Interdepartmental Assignments

**Description:** This bank contains information on employees on assignment and/or seeking assignments within and outside the Agency such as names, curriculum vitae, assignment agreements, approval of agreements.

**Class of Individuals:** Employees on assignments with Canadian Food Inspection Agency.

**Purpose:** To monitor and to ensure that all facts on the agreement are respected.

**Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning.

**Retention and Disposal Standards:** This information is kept for three years after completion of secondment agreement. PeopleSoft maintains information on those employees on assignment.

**RDA Number:** 98/005

**Related PR#:** CFIA 927

**TBS Registration:** 002699

**Bank Number:** CFIA PPE 821

#### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of

security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Agency employees.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 000913

**Bank Number:** CFIA PPE 808

#### **Employment Equity Database**

**Description:** Database will contain information of what one or more designated group the

employee has self-identified as belonging to (visible minority, persons with disabilities, women and Aboriginal People). It will break down the sub-group (if indicated by the employee) as to what sub-group the employee has self-identified in for the visible minority and persons with disabilities. It will also contain whether or not the employee would like to disclose the information for HR Management purposes (to be considered for various initiatives, participate in selection boards, etc.).

**Class of Individuals:** All employees of the Canadian Food Inspection Agency.

**Purpose:** To capture and retain EE data on employees of the Agency in order to produce statistical reports meeting legal obligations outlined in the EE Act and to be used for HR planning and management goal setting and program development. The data collected will be queried on for various different statistical reporting purposes, i.e. occupational group and level and how representative the Agency is with respect to the Canadian workforce.

**Consistent Uses:** The information is to be used for the purpose of the bank.

**Retention and Disposal Standards:** The records are retained indefinitely on the software program.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 004421

**Bank Number:** CFIA PPE 803

#### **Employment Equity Program**

**Description:** This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis.

**Class of Individuals:** Departmental employees

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI)

is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity.

**Retention and Disposal Standards:** Struck Off Strength (SOS) performed on quarterly basis.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 003648

**Bank Number:** CFIA PPE 818

#### **Executive Group Personnel Record**

**Description:** This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present.

**Class of Individuals:** Members of the Executive Group in Canadian Food Inspection Agency.

**Purpose:** To help in the staffing of Executive Group.

**Consistent Uses:** To update and maintain staffing information on members of the Executive Group.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases

where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002698

**Bank Number:** CFIA PPE 819

#### **Expenditure Accounts — Departmental Employees**

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

**Class of Individuals:** Employees of the Agency claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments.

**Purpose:** This bank is used for the payment of invoices and claims to employees of the Agency claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes.

**Retention and Disposal Standards:** Records are retained for six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** CFIA 914

**TBS Registration:** 002285

**Bank Number:** CFIA PPE 817

#### **Garnishment**

**Description:** The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department.

**Class of Individuals:** Information is held on employees of the Canadian Food Inspection Agency against whom garnishment proceedings have been taken.

**Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment

and Pension Diversion Act.

**Consistent Uses:** This bank is also used to approve deductions from salary.

**Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agency and is destroyed after the two-year period.

**RDA Number:** 98/005

**Related PR#:** CFIA 925

**TBS Registration:** 002048

**Bank Number:** CFIA PPE 807

### Human Resource Management System (HRMS)

**Description:** This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify.

**Class of Individuals:** All employees and executives of Canadian Food Inspection Agency.

**Purpose:** The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and

making other labour supply and demand forecasts, human rights, employment equity).

**Retention and Disposal Standards:** Data is retained for 5 years and then transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** CFIA 920, 923, 925, 927

**TBS Registration:** 002284

**Bank Number:** CFIA PPE 814

### Internal Investigations

**Description:** This bank contains investigative reports and correspondence between Agency officials with respect to the confirmation or refutation of allegations against employees.

**Class of Individuals:** Present or former employees of the Canadian Food Inspection Agency.

**Purpose:** To record all information concerning alleged or suspected misconduct arising from involvement in violations of Canadian Food Inspection Agency Acts and Regulations or other laws which could adversely affect the Agency.

**Consistent Uses:** To determine an appropriate course of action, including disciplinary measures or prosecution.

**Retention and Disposal Standards:** Records are destroyed five years after the case is closed.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002094

**Bank Number:** CFIA PPE 811

### Managerial Profile

**Description:** Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

**Class of Individuals:** All employees of Canadian Food Inspection Agency occupying positions from EX minus 2 to top of Executive Group.

**Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. This particular information is kept in relation to a staffing process only (EGS).

**Consistent Uses:** Same as for 'Purpose'.

**Retention and Disposal Standards:** Minimum retention of 5 years as per authority and then destroyed.

**RDA Number:** 98/005



**Related PR#:** CFIA 860  
**TBS Registration:** 002946  
**Bank Number:** CFIA PPE 820

### Parking

**Description:** This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges.

**Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis.

**Retention and Disposal Standards:** Records are retained for two years after the permit expires and then destroyed.

**RDA Number:** 98/001

**Related PR#:** CFIA 913

**TBS Registration:** 002283

**Bank Number:** CFIA PPE 816

### Priority Placement System

**Description:** The data base consists of 1) Basic data which comprise of the first and last name of the priority employees, group and level, PRI, priority type, area, current location, title, first official language, advisor name and phone number. 2) Marketing Data which contains the start and end date of priority, their mobility, their second language profile and their skill profile. 3) Referral information including date referred, group and level of position referred to, position number, location, manager and outcome.

**Class of Individuals:** Priority employees.

**Purpose:** To market our employees who have been put on priority for other suitable employment.

**Consistent Uses:** There will be no other use of this information.

**Retention and Disposal Standards:** Records are kept for a period of two years after the last administrative use and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA 920

**TBS Registration:** 003320  
**Bank Number:** CFIA PPE 800

### Reliability Checks

**Description:** The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records.

**Class of Individuals:** Prospective and existing Canadian Food Inspection Agency employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets.

**Purpose:** To help ensure that prospective and existing Canadian Food Inspection Agency employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

**Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records.

**Retention and Disposal Standards:** Records are retained for two years after termination of employment.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002099

**Bank Number:** CFIA PPE 813

### Request for Transfer File

**Description:** The bank contains transfer requests from individuals from within the Agency and outside departments. Records may contain personal résumés. Performance appraisals may also be included.

**Class of Individuals:** Employees of Canadian Food Inspection Agency and outside departments.

**Purpose:** To provide a record of information used in staffing positions in a government institution.

**Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Canadian Food Inspection Agency.

**Retention and Disposal Standards:** Records are kept for a period of 2 years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA 860

**TBS Registration:** 002701

**Bank Number:** CFIA PPE 822

## Security Clearances

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank.

**Class of Individuals:** Individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract.

**Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Canadian Food Inspection Agency may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank.

**Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis.

**Retention and Disposal Standards:** Two years after an employee leaves Canadian Food Inspection Agency after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** CFIA 852

**TBS Registration:** 002943

**Bank Number:** CFIA PPE 826

## Telecommunication

**Description:** This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of

employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialed, the location dialed, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialed may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialed may reveal information about a specific departmental employee.

**Class of Individuals:** Employees of the Agency.

**Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs.

**Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager.

**Retention and Disposal Standards:** These records are retained for two years after the end of use, except for the information on financial transactions is kept for six years and then destroyed.

**RDA Number:** 98/001

**Related PR#:** CFIA 852

**TBS Registration:** 003319

**Bank Number:** CFIA PPE 827

## Training and Development

**Description:** This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs.

**Class of Individuals:** Employees of the Agency.

**Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**Related PR#:** CFIA 927

**TBS Registration:** 000917

**Bank Number:** CFIA PPE 810

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Canadian Forces Grievance Board

### Chapter 31

## Particular Personal Information Banks

### Canadian Forces Member Grievance References

**Description:** This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the Canadian Forces and referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Members of the Canadian Forces who have submitted grievances which have been referred to the Canadian Forces Grievance Board by the Chief

of Defence Staff.

**Purpose:** The information is used by the Canadian Forces Grievance Board in dealing with grievances referred to the Board pursuant to the National Defence Act.

**Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the National Defence Act.

**Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria.

**RDA Number:** TBD

**Related PR#:** CFGB LEG 1120

**TBS Registration:** 004448

**Bank Number:** CFGB PPE 801

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Canadian Grain Commission

### Chapter 32

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Employee Personnel Record – Satellite files

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social

Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages, discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make

decisions in the areas noted above.

**Class of Individuals:** Employees of the institution.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada.

**RDA Number:** 98/005

**TBS Registration:** 005121

**Bank Number:** CGC PPE 805

### Training Database

**Description:** This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** Employees of the institutions.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**TBS Registration:** 005122

**Bank Number:** CGC PPE 810

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standards Banks and a description of their contents.

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## Canadian Heritage

### Chapter 33

#### Particular Personal Information Banks

##### Career Management

**Description:** This bank contains personal information on employees, specifically career profiles and curriculum vitae, as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems.

**Class of Individuals:** Employees of the Department.

**Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace.

**Consistent Uses:** The information gathered will be used to counsel employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile.

**Retention and Disposal Standards:** Records are destroyed two years after the employee has left the Department.

**RDA Number:** 98/005

**Related PR#:** PCH PRN 921

**TBS Registration:** 002074

**Bank Number:** PCH PPE 801

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Canadian Human Rights Commission

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### Standard Personal Information Banks

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## Canadian International Development Agency

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#### Standard Personal Information Banks

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## Canadian International Trade Tribunal

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## Canadian Museum of Civilization Corporation

### Chapter 39

#### Particular Personal Information Banks

##### Vehicle Accidents

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

**Class of Individuals:** This bank relates to individuals employed by the CMCC.

**Purpose:** To determine liability for such accidents and to approve damage settlements.  
**Consistent Uses :** To be used only as outlined in the purpose of the bank.

**Retention and Disposal Standards:** records are kept for 6 years after the settlement of individual claims, after which the files are destroyed.

**Related PR#:** CMCC-2000

**RDA Number:** 98/005

**TBS Registration:** 000380

**Bank Number:** CMC PPE 801

#### Standard Personal Information Banks

Please see the INTRODUCTION to this

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Vehicle, Ship, Boat and Aircraft Accidents

# Canadian Nuclear Safety Commission

## Chapter 41

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Advisory Committee Members

**Description:** The CNSC maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the CNSC.

**Class of Individuals:** Radiological and nuclear safety specialists.

**Purpose:** The purpose of this bank is to records information relating to the recruiting of members, and may include names and details concerning present employment and experience.

**Retention and Disposal Standards:** Records are retained for three years after termination of Advisory Committees and are then transferred to the National Archives of Canada.

**RDA Number:** 91/024

**TBS Registration:** 004116

**Bank Number:** AEB PPE 801

#### CNSC Inspectors: Certification Record

**Description:** CNSC staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is a separate bank.

**Class of Individuals:** Employees of the CNSC.

**Purpose:** The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes.

**Retention and Disposal Standards:** Records are retained for 5 years and then destroyed.

**RDA Number:** 91/024

**TBS Registration:** 004118

**Bank Number:** AEB PPE 803

#### Radiation Exposure Records: CNSC Staff

**Description:** This bank contains a record of doses received by CNSC employees.. Values are cumulated on a periodic basis.

**Class of Individuals:** Employees of the CNSC.

**Purpose:** The purpose of the bank is to maintain a record of doses received by CNSC staff while carrying out their duties.

**Retention and Disposal Standards:** Records are kept for 75 years and then destroyed.

**RDA Number:** 91/024

**TBS Registration:** 004117

**Bank Number:** AEB PPE 802

#### CNSC Leadership Assessments

**Description:** This bank contains information related to the assessment of management leadership competencies and the early identification of management potential at the CNSC. It contains Candidate Assessment Reports, scores and narrative descriptions related to various self-analysis and assessment centre analysis tools, biographical and position related information of the candidates, and other related information. Candidates are identified by number only.

**Class of Individuals:** CNSC management.

**Purpose:** This bank will contain information on individuals' leadership and management competencies. Such information will be used in development, training, succession planning, assignment, and selection decisions.

**Retention and Disposal Standards:** Records are retained for 7 years and then destroyed.

**RDA Number:** 91/024

**TBS Registration:** 004119

**Bank Number:** AEB PPE 804

#### Medical Records

**Description:** This bank contains the following types of information: medical, laboratory tests and reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants and former public servants.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment and periodic medicals, first aid treatment in the work place.

**Consistent Uses:** To establish that the worker is fit for the job.

**Retention and Disposal Standards:** Records are retained until the person reaches age 75, if no longer employed by the CNSC. If the employee is 70 years of age or over, the file will

be retained for five years after the last examination and then destroyed. Upon expiry of the retention period, the records will be destroyed by the CNSC.

**RDA Number:** 91/024

**TBS Registration:** 004120

**Bank Number:** AEB PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

## Canadian Polar Commission

Chapter 42

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

## Canadian Radio-television and Telecommunications Commission

Chapter 43

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

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## Canadian Security Intelligence Service

### Chapter 44

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Classification Redress

classification redress requests, acknowledgment letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest.

**Class of Individuals:** CSIS employees.

**Purpose:** The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request.

**Consistent Uses:** Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes.

**Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003631

**Bank Number:** SIS PPE 830

#### Conduct and Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action are attached to the Employee Performance File.

**Class of Individuals:** Employees of CSIS, other than persons attached or seconded to the Service.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions.

**Consistent Uses:** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes.

#### Retention and Disposal Standards:

Reviewed for disposal two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned.

**RDA Number:** 2003/007

**Related PR#:** SIS DDS 050

**TBS Registration:** 002144

**Bank Number:** SIS PPE 817

#### Conflict of Interest

**Description:** This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee.

**Consistent Uses:** To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes.

**Retention and Disposal Standards:** Retained by CSIS for the duration of employment plus two years after which the records are reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003299

**Bank Number:** SIS PPE 826

### **CSIS Personnel Services**

**Description:** This bank contains personnel characteristics, including age and gender, personnel record identifier; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements,

publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals for medical reasons; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks.

**Class of Individuals:** CSIS employees and some job applicants (i.e. regarding official languages matters).

**Purpose:** To facilitate the CSIS administrative and operational human resources program.

**Consistent Uses:** Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health reviews, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System,

Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Career Management System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained five years after termination of employment then reviewed for disposal.

**RDA Number:** 95/005, 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003784

**Bank Number:** SIS PPE 808

### **Employee Assistance**

**Description:** This bank contains information treated in a confidential fashion that is relative to participation in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from health professionals.

**Class of Individuals:** Current and former employees, their partners and immediate family members.

**Purpose:** The purpose of this bank is to record information necessary to the administration of

the Employee Assistance Program.

**Consistent Uses:** To support administrative decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Retained a minimum of two years after the last administrative action then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002147

**Bank Number:** SIS PPE 820

### **Employee Security (formerly Security Clearances)**

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee.

**Class of Individuals:** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts, or others who have received clearances due to CSIS sponsorship.

**Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees, and others described above as "Individuals", in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures.

**Consistent Uses:** To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a

source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes.

**Retention and Disposal Standards:**

Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed.

**RDA Number:** 95/005, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002142

**Bank Number:** SIS PPE 815

**Employees' Association**

**Description:** This bank contains information on employees who have requested assistance from the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions.

**Class of Individuals:** All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre.

**Purpose:** The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action.

**Consistent Uses:** Only for administration within the Employees' Association.

**Retention and Disposal Standards:** As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003970

**Bank Number:** SIS PPE 831

**Employment Equity and Multiculturalism Programs**

**Description:** The bank contains personal information on employees and employment equity initiatives which is collected by means of

questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group.

**Class of Individuals:** Employees of the Service.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data is collected to provide a comprehensive picture of employees by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Employment Equity Act and the Privacy Act.

**Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:**

Individual employment equity records are retained for a minimum of two years, then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002133

**Bank Number:** SIS PPE 824

**Grievances and Adjudications**

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to record

information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records related to grievances and adjudications are retained for three years after a final resolution of the matter has occurred, then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002143

**Bank Number:** SIS PPE 816

### **Harassment and Discrimination in the Workplace**

**Description:** This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817).

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation.

**Consistent Uses:** To support decisions resulting from the investigation and analysis of complaint.

**Retention and Disposal Standards:** Records are reviewed for disposal two years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003298

**Bank Number:** SIS PPE 825

### **Health Services**

**Description:** This bank contains psychological assessments, health reviews and medical records not considered to be occupational health-related. Please note that disclosure of psychological and medical tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests.

**Class of Individuals:** CSIS employees and CSIS applicants.

**Purpose:** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their health; to make recommendations regarding staffing or posting where their health is a determining factor; entitlement to sick leave; eligibility for insurance coverage, and to assess a candidate's personality attributes and skills against those identified for particular functions.

**Consistent Uses:** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Review Chairperson. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Candidates not selected by the Service will have their records destroyed five years after their candidacy has been terminated. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2003/007, 95/005, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 003300

**Bank Number:** SIS PPE 827



### **Honours/Incentive Awards**

**Description:** This bank contains information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award and the Sir William Stephenson Award.

**Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award.

**Purpose:** To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** CSIS Employee Recognition Awards records are retained for 12 years and then reviewed for transfer to National Archives. However, rejected suggestions and nominations are retained for two years. The files are transferred to the National Archives of Canada if employee suggestions lead to significant policy changes.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002152

**Bank Number:** SIS PPE 822

### **Occupational Health and Safety**

**Description:** This bank contains work-related injury files and health reports which are retained by CSIS in Health Services. Information on Health and Safety Committees is available.. Records, including claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling work-related injuries. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to provide documentation for the administration of occupational health and safety programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Health and safety details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS health and safety program.

**Consistent Uses:** To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** An individual's medical records are retained by CSIS at least until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death occurred.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 02140

**Bank Number:** SIS PPE 813

### **Pay and Benefits**

**Description:** This bank contains certificates for pay, allowances and deductions, which set out

pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earnings and superannuation records are attached to the Employee Personnel Record).

**Class of Individuals:** Employees of CSIS

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment, or Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records reflecting rates of pay, statements of hours worked and other routine pay documents are reviewed for disposal two years after expiry of the fiscal year for general pay, deduction documentation and correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. All other personnel pay records are retained until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death has occurred.

**RDA Number:** 2003/007, 95/005, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002130

**Bank Number:** SIS PPE 823

### Staffing

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

**Class of Individuals:** Employees of CSIS.

**Purpose:** The bank provides a record of the information used in staffing positions in CSIS.

**Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records are retained for a minimum of two years after

the eligible list for a staffing action expires, or two years after any other administrative action, then reviewed for disposal.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002136

**Bank Number:** SIS PPE 809

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System and the Position Information Collection System. All linkages for the purpose of administering human

resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002138

**Bank Number:** SIS PPE 811

### Travel and Relocation

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees.

**Class of Individuals:** Employees of CSIS.

**Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees.

**Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002146

**Bank Number:** SIS PPE 819

### Unlawful Conduct Investigations

**Description:** This bank contains allegations, investigational reports, interviews, reports to the Solicitor General of Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the CSIS Act.

**Class of Individuals:** Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act.

**Purpose:** To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required.

**Consistent Uses:** Information in this bank may be disclosed to the Attorney General of Canada, the

relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee or Inspector General for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** All files are transferred to the National Archives of Canada after 12 years, taking care to delete the individuals' names.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002761

**Bank Number:** SIS PPE 832

### **Vehicle, Ship, Boat and Aircraft Accidents**

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system.

**Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments.

**Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS.

**Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Two years after the accident if there are no claims or litigation. In the event of a claim, records are disposed of six years after settlement. Should the matter result in litigation, records are disposed of ten years after the process is completed.

**RDA Number:** 2003/007, 2001/026

**Related PR#:** SIS DDS 050

**TBS Registration:** 002141

**Bank Number:** SIS PPE 814

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

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## **Canadian Space Agency**

### Chapter 45

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Vehicle, Ship, Boat and Aircraft Accidents

## Canadian Tourism Commission

### Chapter 46

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Performance Reviews and Employee Appraisals

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## Canadian Transportation Agency

### Chapter 47

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Occupational Safety and Health

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Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

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Values and Ethics Code for the Public Service

Vehicle, Ship, Boat and Aircraft Accidents

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## Canadian Wheat Board

### Chapter 48

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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 Official Languages

Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability  
 Screening/Security Clearance)  
 Staffing  
 Travel and Relocation

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## Citizenship and Immigration Canada

### Chapter 49

#### Particular Personal Information Banks

##### **Career assignment/secondment inventory**

**Description:** This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available.

**Class of Individuals:** Employees of Citizenship and Immigration Canada.

**Purpose:** The information in this bank will be used for referrals for assignments or secondments by user managers.

**Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services.

**Retention and Disposal Standards:** The retention period is five years after the last administration action, and then destroyed.

**RDA Number:** 98/001

**Related PR#:** CIC PRN 921

**TBS Registration:** 002006

**Bank Number:** CIC PPE 802

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Commission for Public Complaints Against the RCMP

### Chapter 50

Please note that all Human Resources records are held by Public Safety and Emergency Preparedness Canada (formerly Department of the Solicitor General).

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## Copyright Board Canada

### Chapter 51

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Correctional Service of Canada

### Chapter 52

### Particular Personal Information Banks

#### Awards and Honours

**Description:** This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

**Class of Individuals:** Employees of the Correctional Service of Canada.

**Purpose:** To identify individuals who have been nominated for or have received awards and/or decorations.

**Consistent Uses:** Law enforcement agencies, Provincial Authorities.

**Retention and Disposal Standards:** Records are retained for six years and then destroyed. Files affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations are destroyed 2 years after last administrative use.

**RDA Number:** 98/005

**Related PR#:** CSC COM 010

**TBS Registration:** 004033

**Bank Number:** CSC PPE 801

#### Tuberculosis Assessment Records

**Description:** This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse.

**Class of Individuals:** Past and present employees of the CSC.

**Purpose:** The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health.

**Retention and Disposal Standards:** Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed.

**RDA Number:** 98/023

**Related PR#:** CSC COP 180

**TBS Registration:** 003906

**Bank Number:** CSC PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this

publication for the definition of Standard Banks and a description of their contents.

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## Defence Construction Canada

Chapter 53

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Department of Finance Canada

## Chapter 54

### Particular Personal Information Banks

#### Access Control and Identification Cards

**Description:** This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera.

**Class of Individuals:** Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis.

**Purpose:** The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

**Consistent Uses:** For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards.

**Retention and Disposal Standards:** Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then

destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI.

**RDA Number:** 98/001

**Related PR#:** FIN PRN 903

**TBS Registration:** 005099

**Bank Number:** FIN PPE 816

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Department of Foreign Affairs

## Chapter 55

Please note: The following information does not refer solely to the Department of Foreign Affairs, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of Foreign Affairs was not able to update their content for inclusion in the 2004-2005 version of Info Source.

### Central Personal Information Banks

#### Personnel Administration: Non-Foreign Affairs Appointments

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 778

### Particular Personal Information Banks

#### Security and Personal Safety of Employees

**Description:** This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the

source of information and would not be the reason for assembling material in this bank.

**Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad.

**Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

**Retention and Disposal Standards:** These records are retained indefinitely.

**RDA Number:** 75/023

**TBS Registration:** 000352

**Bank Number:** EAC PPE 802

#### Non-Salary Reimbursement by Receiver General for Canada Cheques

**Description:** The bank contains the postal address or bank account information on each employee.

**Class of Individuals:** Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts.

**Consistent Uses:** To issue cheques to employees' postal addresses or banks.

**Retention and Disposal Standards:** Six years after the last administrative use, the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 004047

**Bank Number:** FAI PPE 808

#### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government

institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Departmental employees.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** The disposal criteria for this bank are to be established.

**RDA Number:** 75/023

**TBS Registration:** 000370

**Bank Number:** EAC PPE 805

### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The

bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

**Retention and Disposal Standards:** Two years after last documentation the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000358

**Bank Number:** EAC PPE 803

### Performance Reviews and Employee Appraisals

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of

employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000364

**Bank Number:** EAC PPE 804

### **Personnel Administration: Non-Foreign Affairs Appointments**

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 701

### **Training and Development**

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that

participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** The bank concerns employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

**Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed.

**RDA Number:** 75/023

**TBS Registration:** 002507

**Bank Number:** EAC PPE 806

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Department of Justice Canada

## Chapter 56

### Particular Personal Information Banks

#### 360 Degrees Reference Checks

**Description:** This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled in by the superiors, peers and subordinates of the candidates.

**Class of Individuals:** Individuals who have applied for senior positions within the Department of Justice.

**Purpose:** The information is used to select candidates.

**Consistent Uses:** No consistent use.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file, then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 003996

**Bank Number:** JUS PPE 807

#### Business Resumption Plan

**Description:** This bank contains departmental employee addresses and phone numbers, sector emergency plans, and Business Impact Analysis studies. Other records indicate team plans, generic emergency plans and common procedures.

**Class of Individuals:** Departmental employees.

**Purpose:** The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department.

**Consistent Uses:** The information in this bank develop policies and institute procedures to be followed in case of emergency or disaster.

**Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted.

**RDA Number:** 98/001

**Related PR#:** JUS ADM 035

**TBS Registration:** 003917

**Bank Number:** JUS PPE 806

#### Career Management

**Description:** This bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings.

**Class of Individuals:** Departmental lawyers who occupy positions at levels LA-2B and above.

**Purpose:** The information is gathered to facilitate human resource planning and career planning.

**Consistent Uses:** The information is used by senior departmental officials and by personnel staff concerned with human resource planning.

**Retention and Disposal Standards:** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 003491

**Bank Number:** JUS PPE 801

#### Electronic Networks Audit Data Base

**Description:** This bank contains information pertaining to the access and use of the Department's electronic networks, including the Internet and the electronic mail network. The technical systems automatically record which Internet sites and which electronic mail addresses were contacted. This includes the capture of information that reflects which computer and user visited the Internet or sent e-mail messages. The log file contains the employee's Internet Protocol (IP) number rather than the individual's actual name. However, the IP number can be cross-referenced to the individual's name when required. In cases of suspected improper use of the networks, the investigative process may involve special monitoring and/or reading of the contents of individual's electronic mail messages and files without notice to the affected individual.

**Class of Individuals:** All authorized users (including managers, indeterminate and term employees, contractors and persons hired through temporary help agencies), except those working in Departmental Legal Services Units.

**Purpose:** The networks are routinely

monitored for operational reasons to determine whether the networks are operating efficiently and to isolate and resolve problems. In addition, the Administrative and Security Division requests file server logs on an ad-hoc basis to ensure that security measures are followed.

**Consistent Uses:** If, through normal analysis of the logs or a complaint, it is reasonably suspected that an individual is misusing the network, the matter is referred to the Administrative and Security Division to determine if further investigation and action is required. The Department of Justice has a policy on the use of electronic networks which outlines acceptable uses of the Internet and of the e-mail network by authorized users. Should an employee be in violation of any of the terms of the policy, the audit will serve as background information should further action be required.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file, then destroyed.

**RDA Number:** 98/001

**Related PR#:** JUS ADM 035

**TBS Registration:** 004242

**Bank Number:** JUS PPE 810

#### **Garnishment Registry**

**Description:** This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information.

**Class of Individuals:** Employees who are in default of a commercial or family support financial obligation.

**Purpose:** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act.

**Consistent Uses:** This personal information may be shared with all government departments who employ individuals or contractors subject to Garnishment, Attachment and Pension Diversion Act, Part 1.

**Retention and Disposal Standards:** Records are retained for a period of 21 years, then destroyed.

**RDA Number:** 95/030

**Related PR#:** JUS CVL 010

**TBS Registration:** 003511

**Bank Number:** JUS PPE 804

#### **Inventory of Language Capabilities**

**Description:** This bank contains the name, section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English.

**Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory.

**Purpose:** To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad).

**Consistent Uses:** The information in this bank is used to assign departmental employees to projects, activities or events where their skills will be needed and to provide them with career opportunities.

**Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 003678

**Bank Number:** JUS PPE 805

#### **Inventory of Professional and Linguistic Abilities**

**Description:** This bank contains information on Department of Justice employees interested in participating in national and international projects or exchanges with partners in the public and private sectors (non-governmental organizations, other departments, universities, etc.). The information includes the name, section, classification, work telephone and fax numbers, linguistic profile, field of expertise, international experiences and memberships to the Bar.

**Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory.

**Purpose:** To provide quick access to specific profiles of candidates based on the language and professional requirements associated with various projects or exchanges.

**Consistent Uses:** The information in this bank is used to assign departmental employees to projects, activities or events where their skills will be needed and to provide them with career opportunities.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file and then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035  
**TBS Registration:** 004184  
**Bank Number:** JUS PPE 809

### Salary Management System

**Description:** The Salary Management System is a databank containing personal information for each employee of the Department of Justice. The databank contains data on each position within the Department, describing the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector.

**Class of Individuals:** Departmental employees.

**Purpose:** The Salary Management System is a forecasting tool to assist managers administer their salary and FTE (full time equivalent) resources for the current fiscal year.

**Consistent Uses:** The information in this bank is used to assist financial management and budgeting at the managerial level within the department.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file and then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 045

**TBS Registration:** 003510

**Bank Number:** JUS PPE 803

### Survey on the Harassment Policy

**Description:** In the spring of 1999, the Conflict Management Evaluation Steering Committee conducted an internal survey to evaluate the policy "Towards a Conflict and Harassment-Free Workplace" and to evaluate the services of the Office of Conflict Management in order to assess their impact on the workplace. This bank contains copies of the responses received, either by filling out the questionnaire or by meeting with members of the Committee.

**Class of Individuals:** All employees of the Department of Justice, including managers, indeterminate and term employees, contractors, employees of other Departments reporting to Justice personnel, and persons hired through temporary help agencies.

**Purpose:** The information was used to assess the impact of the policy and the effectiveness of

the Office of Conflict Management and to put forward recommendations to the Deputy Minister.

**Consistent Uses:** No consistent use.

**Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file and then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 035

**TBS Registration:** 004182

**Bank Number:** JUS PPE 808

### Timekeeping Data

**Description:** This bank contains time docketing records showing the volume and use of working time and leave, as recorded by individual employees, plus associated costs.

**Class of Individuals:** Employees of the Department of Justice required to keep time.

**Purpose:** The information contained in this bank is used for a wide range of resource management purposes, including resource planning, allocation and accountability, workload management and client billing.

**Consistent Uses:** The bank may be accessed by managers to confirm that employees, as part of their work requirements, are recording time appropriately. This information is used as one of the inputs for performance management and evaluation.

**Retention and Disposal Standards:** The records are retained for five years after the last action on file then destroyed.

**RDA Number:** 98/005

**Related PR#:** JUS ADM 050

**TBS Registration:** 004245

**Bank Number:** JUS PPE 811

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards  
 Incentive Awards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits

Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability Screening/Security Clearance)  
 Staffing  
 Training and Development  
 Vehicle, Ship, Boat and Aircraft Accidents

## Environment Canada

### Chapter 57

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Discipline  
 Employee Assistance  
 Employee Personnel Record  
 Employment Equity Program  
 Grievances  
 Harassment  
 Identification and Building-Pass Cards

Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability Screening/Security Clearance)  
 Recognition Policy  
 Staffing  
 Training and Development  
 Values and Ethics Code for the Public Service  
 Vehicle, Ship, Boat and Aircraft Accidents

## Export Development Canada

### Chapter 58

#### Particular Personal Information Banks

##### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest.

**Purpose:** To support the implementation of the Corporate Policy on Standards of Conduct.

**Consistent Uses:** To help determine whether

a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** EDC 2000-C4, EDC 2080-A2

**TBS Registration:** 000160

**Bank Number:** EDC PPE 810

##### Employee Career File

**Description:** This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history,



career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment.

**Consistent Uses:** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety.

**Retention and Disposal Standards:** Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 80, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is combined with Employee Personal File which is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

**RDA Number:** 98/001

**Related PR#:** EDC 510

**TBS Registration:** 004246

**Bank Number:** EDC PPE 801

#### **Employee Personal File**

**Description:** This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions

and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits.

**Consistent Uses:** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used for payroll activities, the provision of T-4 records and pension purposes, and is provided along with other information to Canada Customs and Revenue Agency for income tax purposes, to Supply and Services Canada for pension purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations.

**Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative action. They may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have

elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value.

**RDA Number:** 98/001

**Related PR#:** EDC 540

**TBS Registration:** 004247

**Bank Number:** EDC PPE 802

#### **Expertise Database**

**Description:** Information in this bank includes the name, position title and team membership of employees choosing to participate in this program, as well as the employee's telephone numbers, languages of fluency, professional designation, and information related to their areas of expertise.

**Class of Individuals:** EDC's employees choosing to participate in this program.

**Purpose:** To create a tool which promotes the sharing of information and best practices amongst employees thereby enabling them to make better and quicker business decisions.

**Consistent Uses:** The information is used to identify the areas of expertise of participating employees.

**Retention and Disposal Standards:** The information is provided and updated by the participating employee and is deleted by the employee at the time of his/her termination or retirement, or by EDC with the consent of the employee.

**RDA Number:** 98/001

**Related PR#:** EDC 241

**TBS Registration:** 005343

**Bank Number:** EDC PPE 820

#### **Identification and Building-Pass Cards**

**Description:** This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

**Class of Individuals:** Current and former employees.

**Purpose:** To issue identification and building-pass cards.

**Consistent Uses:** none

**Retention and Disposal Standards:** Two years after expiry of identification and building-pass cards, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** EDC 338

**TBS Registration:** 000161

**Bank Number:** EDC PPE 809

#### **Occupational Health and Safety**

**Description:** This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada.

**Class of Individuals:** Current and former employees.

**Purpose:** To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program.

**Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada.

**Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description.

**RDA Number:** 98/001

**Related PR#:** EDC 281-3

**TBS Registration:** 000156

**Bank Number:** EDC PPE 806

## Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required.

**Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** EDC 582 and EDC 510

**TBS Registration:** 000155

**Bank Number:** EDC PPE 805

## Parking

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems.

**Class of Individuals:** Current and former employees who have applied for parking permits.

**Purpose:** To support the administration of parking privileges.

**Consistent Uses:** To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries.

**Retention and Disposal Standards:** Two years after the permit expires, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** EDC 338 and EDC 540

**TBS Registration:** 000159

**Bank Number:** EDC PPE 808

## Pension Plan for Employees of Export Development Canada and Supplementary Retirement Plan for Certain Employees of Export Development

**Description:** This bank contains pension election forms, pension beneficiary forms, proofs of prior services and correspondence concerning pensions. In particular, it contains the name of the employee, his/her employee number, social insurance number, date of birth, gender, language, address, marital status, dates of cohabitation in case of marriage breakdown, date of hire, date of termination/retirement, contributions and interest, pensionable salary, pensionable service, prior service, elective service, accrued pension. It may also contain the name, date of birth and gender of beneficiaries. Records are accessible by providing employee number and full name. Information in this bank is also recorded in EDC's information system.

**Class of Individuals:** Permanent employees, designated beneficiaries and pensioners.

**Purpose:** To determine the EDC pension benefits for its participating employees. This information may be used for statistical research purposes, for actuarial valuation of liabilities and cost to EDC, and for planning, implementing and evaluating EDC policies relating to pensions and benefits.

**Consistent Uses:** To authenticate decisions on pension entitlements. The social insurance number is collected under the authority of the Income Tax Act for purposes of tax deductibility of employee contributions and for benefits taxation. Information is provided, in summarized or detailed format, to: (i) the federal Office of the Superintendent of Financial Institutions Canada and Canada Customs and Revenue Agency pursuant to the requirements of the Pension Benefits Standards Act and the Income Tax Act; (ii) federal government departments or agencies, other employers or their trustees and financial institutions of employees in cases of employee transfers; and, (iii) the trustees and the pension plan services

providers with whom EDC has trust agreements or service agreements.

**Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, files of employees who have elected to take the actual value of their pension are retained for two years and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two years after death provided two years have elapsed since the last administrative use. These files may also be retained permanently by the National Archives of Canada if judged to be of historical value. Files of former employees who have elected to receive a deferred annuity and files of retired employees are held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative use. These files are then transferred to the control of National Archives of Canada and may be retained permanently by the National Archives of Canada if judged to be of historical value.

**RDA Number:** 98/001

**Related PR#:** EDC 465 and EDC 540

**TBS Registration:** 005344

**Bank Number:** EDC PPE 825

### Security Clearances

**Description:** This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005).

**Class of Individuals:** Current and former employees.

**Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank.

**Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** EDC 286

**TBS Registration:** 000157

**Bank Number:** EDC PPE 807

### Staffing

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate.

**Class of Individuals:** Employee applicants.

**Purpose:** To select candidates and staff positions.

**Consistent Uses:** none

**Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File.

**RDA Number:** 98/001

**Related PR#:** EDC 512

**TBS Registration:** 000153

**Bank Number:** EDC PPE 803

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To approve and record the participation of employees in training and development activities.

**Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The

social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees.

**Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** EDC 492, EDC 510, EDC 590

**TBS Registration:** 000154

**Bank Number:** EDC PPE 804

### Travel and Relocation

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning

travel, relocation or postings of employees.

**Class of Individuals:** It relates to current and former employees.

**Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees.

**Consistent Uses:** The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims.

**Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled.

**RDA Number:** 98/001

**Related PR#:** EDC 492 and EDC 540

**TBS Registration:** 004055

**Bank Number:** EDC PPE 811

## Farm Credit Canada

### Chapter 59

## Particular Personal Information Banks

### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** All employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on potential conflict of interest situations.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 98/002

**Related PR#:** FCC PRN 920

**TBS Registration:** 001626

**Bank Number:** FCC PPE 801

### Employment Equity Program

**Description:** This bank describes information on designated group employees. Employees are asked to voluntarily self-identify, by means

of a questionnaire, whether they are male or female, of Aboriginal origin, if they have a continuing or permanent physical disability, or are a member of a visible minority group.

Personal information collected in order to administer the Employment Equity Act may include the FCC Employee Number.

Respondents are also asked whether or not the information can be used for human resource management purposes or for statistical purposes only.

**Class of Individuals:** All current employees of the organization.

**Purpose:** This information documents the implementation of the Employment Equity Act within Farm Credit Canada. Data is collected to provide a comprehensive picture of employees by designated group status (i.e. women, aboriginal persons, persons with a disability and visible minority groups). This information is used to compile a profile of employees and to compare the workforce status of designated groups members with non-designated group members, within FCC and with their counterparts in the general labour market. The FCC employee number may be used to link this information to the personal information in the Human Resources Data Base in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered

will be used for institutional purposes in the Corporations' Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. The employee number may be used to link this information to the personal information in the Human Resources Data Base in order to obtain statistical information and to assist in administering the Employment Equity Act.

**Retention and Disposal Standards:** The data is maintained for the entire length of employment of the individual. The data is reviewed every five years and data of individuals that have not been employed by the organization for at least two years is destroyed.

**RDA Number:** 98/002

**Related PR#:** FCC PRN 920

**TBS Registration:** 002803

**Bank Number:** FCC PPE 802

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks

and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Travel and Relocation

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## Federal Bridge Corporation Limited

Chapter 60

### Particular Personal Information Banks

#### Recognition program

**Description:** The file contains information on employees such as: name, address, telephone number, starting date, recognition award related to the number of working years.

**Class of Individuals:** The recognition program concerns the Corporation's employees who have worked between five and twenty five years.

**Purpose:** The recognition program is a way for the Corporation to reward employees for their performance.

**Consistent Uses:** May be used for managing the award recognition program and to provide a trail for distributed awards.

**Retention and Disposal Standards:** Permanent retention.

**RDA Number:** TBD

**Related PR#:** FBCL 100 101

**TBS Registration:** 005306

**Bank Number:** FBCL PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Staffing

Performance Reviews and Employee  
Appraisals

Training and Development

## **Financial Consumer Agency of Canada**

Chapter 61

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Code

Employee Personnel Record

Identification and Building Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee  
Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)

Staffing

Training and Development

## **Financial Transactions and Reports Analysis Centre of Canada**

Chapter 62

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building Pass Cards

Occupational Health and Safety

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee  
Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)

Recognition Policy

Training and Development

Vehicle Accidents

# Fisheries and Oceans Canada

## Chapter 63

### Particular Personal Information Banks

#### Attendance and Leave

**Description:** The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences.

**Class of Individuals:** The information relates to departmental employees.

**Purpose:** The information is obtained for the administration of employee attendance and leave.

**Consistent Uses:** Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.

**Retention and Disposal Standards:** The records are destroyed two year after expiry of fiscal year.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 000628

**Bank Number:** DFO PPE 805

#### National Priority Clearance and Liaison Service

**Description:** This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank.

**Class of Individuals:** It contains information related to the candidates and positions for which they were considered. This information relates to all employees eligible for priority rights.

**Purpose:** This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes.

**Consistent Uses:** No other use

**Retention and Disposal Standards:** Records are retained for two years after administrative action is completed and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 003625

**Bank Number:** DFO PPE 802

#### Performance Reviews and Employee Appraisals – Merit/Performance Pay Plans

**Description:** Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development.

**Class of Individuals:** All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's).

**Purpose:** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must.

**Consistent Uses:** Determination of annual salary and identification of training and development needs.

**Retention and Disposal Standards:** Records are retained for five years for all employees, then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 921

**TBS Registration:** 000635

**Bank Number:** DFO PPE 807

#### Staffing (II)

**Description:** This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual.

**Class of Individuals:** Applicants competing or being given consideration for a position.



**Purpose:** The purpose of this bank is to assess applicants for positions.

**Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation.

**Retention and Disposal Standards:** Records are retained for two years after the eligibility list for a staffing action expires, or two years after other administrative action is completed and then destroyed.

**RDA Number:** 98/005.

**Related PR#:** DFO PRN 918

**TBS Registration:** 001742

**Bank Number:** DFO PPE 804

### Staffing and Employment Transition – Executive Group (I)

**Description:** Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5).

**Class of Individuals:** Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position.

**Purpose:** When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes.

**Consistent Uses:** Information used during competitive process.

**Retention and Disposal Standards:** Records are retained for three years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 918

**TBS Registration:** 000627

**Bank Number:** DFO PPE 803

### Training and Development

**Description:** Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who

are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants.

**Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses.

**Purpose:** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee.

**Consistent Uses:** To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by the employee.

**RDA Number:** 98/005

**Related PR#:** DFO PRN 927

**TBS Registration:** 000630

**Bank Number:** DFO PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking  
 Pay and Benefits  
 Performance Reviews and Employee  
 Appraisals

Personnel Security Screening (Reliability  
 Screening/Security Clearance)  
 Recognition Policy  
 Vehicle, Ship, Boat and Aircraft Accidents

## **Fraser River Port Authority**

Chapter 64

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this  
 publication for the definition of Standard Banks  
 and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee  
 Appraisals

Personnel Security Screening

Training and Development

## **Freshwater Fish Marketing Corporation**

Chapter 65

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this  
 publication for the definition of Standard Banks  
 and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability  
 Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## Great Lakes Pilotage Authority Canada

### Chapter 66

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Employee Personnel Files

**Description:** These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation.

**Retention and Disposal Standards:** The retention period is seven years. Access to these files will require a name and address.

**RDA Number:** TBD.

**TBS Registration:** 002998

**Bank Number:** GLP PPE 805

#### Order-In-Council Appointments

**Description:** Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims.

**Purpose:** Information is used in the completion of travel documentation and for remuneration of members.

**Retention and Disposal Standards:** Files are retained of seven years.

**RDA Number:** TBD.

**TBS Registration:** 002999

**Bank Number:** GLP PPE 810

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Pay and Benefits

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## Gwich'in Land and Water Board

### Chapter 67

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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## Gwich'in Land Use Planning Board

### Chapter 68

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

## Halifax Port Authority

Chapter 69

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Employee Equity Program

Grievances

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Review and Employee Appraisals

Staffing

## Hamilton Port Authority

Chapter 70

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Review and Employee Appraisals

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## Hazardous Materials Information Review Commission

Chapter 71

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Managerial and Confidential Exclusions

**Description:** This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded.

**Class of Individuals:** Employees of the

Hazardous Materials Information Review Commission.

**Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status.

**Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion files for five years.

**TBS Registration:** 002881

**Bank Number:** HMI PPE 805

#### Person-Year Utilization System

**Description:** This bank contains the name of each employee on strength, at the end of the reporting period, together with their

classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System.

**Class of Individuals:** The information relates to employees of the Commission.

**Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual reporting to Treasury Board.

**Retention and Disposal Standards:** These files are retained for two years.

**RDA Number:** 2003/001

**TBS Registration:** 002883

**Bank Number:** HMI PPE 810

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Conflict of Interest and Post-Employment Code  
 Employee Personnel Record  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability Screening/Security Clearance)  
 Staffing  
 Training and Development  
 Travel and Relocation

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## Health Canada

### Chapter 72

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

## Central Personal Information Banks

### Health Unit Files

**Description:** This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants.

**Purpose:** The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning,

evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701.

**Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

**RDA Number:** 99/022

**TBS Registration:** 005077

**Bank Number:** HCan PCE 751

### Occupational Health Medical Records

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, immunization records, x-ray reports and films, other specialized diagnostic procedure reports, and treatment and counselling reports. Workplace hazards and overexposure records may also be recorded. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants,

former public servants, prospective public servants, and in some locations may include employees of federally regulated industries who have contracted with Workplace Health and Public Safety Programme.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical, mental health assessments, and counselling. The information is used to support fitness to work assessments, medical, mental health, employment and pension decisions/entitlements.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Interpretations of evaluations may be shared, with consent, with other federal departments.

**Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, immunization records, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

**RDA Number:** 99/022

**TBS Registration:** 005087

**Bank Number:** HCan PCE 772

#### **Public Service Health Medical Advisory Committee**

**Description:** This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number.

**Class of Individuals:** Federal public servants.

**Purpose:** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Advisory Committee.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information in the bank is also used in response to legal actions and complaints to the Canadian Human Rights Commission about

the outcomes of occupational health medical assessments and the response of the employing departments to accommodate a specific case. Information also related to HWC PCE 701.

**Retention and Disposal Standards:** Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, pre-placement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed.

**RDA Number:** 99/022

**TBS Registration:** 005086

**Bank Number:** HCan PCE 787

### **Particular Personal Information Banks**

#### **Departmental Complaints File (Employees)**

**Description:** Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare.

**Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission.

**Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action.

**Consistent Uses:** The use is consistent with the purpose indicated in part 5.

**Retention and Disposal Standards:** The files are kept for two years after the last use for an administrative purpose and are then destroyed.

**RDA Number:** 98/005

**TBS Registration:** 002748

**Bank Number:** HCan PPE 801

#### **Managerial and Confidential Exclusions Records**

**Description:** Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division.

**Class of Individuals:** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons.

**Purpose:** The purpose of this information bank is to record data on employees excluded from collective bargaining.

**Consistent Uses:** The use is consistent with

the purpose indicated in part 5.

**Retention and Disposal Standards:** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed.

**RDA Number:** 98/005

**TBS Registration:** 002900

**Bank Number:** HCan PPE 802

### **Person-Year Accounting and Control System (PYAC)**

**Description:** This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System.

**Class of Individuals:** The information relates to employees of the Department.

**Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility.

**Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5.

**Retention and Disposal Standards:** The records are retained for six years and are then destroyed.

**RDA Number:** 99/004

**TBS Registration:** 002749

**Bank Number:** HCan PPE 804

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

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Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Travel and Relocation

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## **Historic Sites and Monuments Board of Canada**

### Chapter 73

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

**Note:** Information on the members of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage.

# Human Resources And Skills Development Canada

## Chapter 74

### Central Personal Information Banks

#### Government Compensation Records

**Description:** Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid.

**Class of Individuals:** Federal and Crown corporation employees and certain employees. Proof of identification may be required before access is granted.

**Purpose:** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act and the Merchant Seamen Compensation Act.

**Consistent Uses:** The files are used to establish validity of claims and to determine workers' compensation entitlement.

**Retention and Disposal Standards:** Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years.

**RDA Number:** 69/089 amendment no. 1

**Related PR#:** HRSDC LAB 235

**TBS Registration:** 000457

**Bank Number:** HRSDC PCE 749

### Particular Personal Information Banks

#### Career Planning and Review Inventory

**Description:** This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available.

**Class of Individuals:** Employees in HRSDC.

**Purpose:** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit.

**Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing

positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning.

**Retention and Disposal Standards:** The information is retained for five years.

**RDA Number:** 98/005

**Related PR#:** HRSDC HRS 025, HRSDC HRS 040

**TBS Registration:** 005820

**Bank Number:** HRSDC PPE 802

#### Human Resources Planning Information Program (HRPIP)

**Description:** This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRSDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each



course through the appraisal process, as well as the status of this training (proposed, approved, completed).

**Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time.

**Purpose:** To assist managers in the preparation of their Human Resources Plans.

**Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRSDC's new Human Resources Employee Identification Number System.

**Retention and Disposal Standards:** The information is retained for a minimum of two years following last action.

**RDA Number:** 98/005

**Related PR#:** HRSDC HRS 025, HRSDC HRS 040

**TBS Registration:** 005821

**Bank Number:** HRSDC PPE 812

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

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Employee Assistance

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Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

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## Immigration and Refugee Board

Chapter 75

### Particular Personal Information Banks

#### Complaints about the Conduct of Members

**Description:** This bank contains records related to complaints made by the public concerning alleged improper behaviour of a member pursuant to the Code of Conduct. Personal information includes the name of the member and the allegations made; testimony of witnesses; legal opinions; inquiries into improper behaviour; and analysis reports of the inquiries. The bank may also contain personal information about the complainant, such as the fact that he/she is a refugee claimant, or counsel for a refugee claimant or immigration consultant, and the circumstances leading to the complaint.

**Class of Individuals:** Members of the Immigration Appeal Division and the Refugee Protection Division of the IRB. (Persons who make decisions on cases heard by the IRB are called members.)

**Purpose:** The purpose of this bank is to maintain information concerning complaints made under the "Protocol Addressing Member Conduct Issues", and to determine the need for and nature of any action.

**Consistent Uses:** To be used only as outlined in the purpose of the bank.

**Retention and Disposal Standards:** Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. Once the Record Disposition Authority

(RDA) has been approved, records will be destroyed after the retention period has expired.

**RDA Number:** 98/005.

**Related PR#:** IRB OPS 020/025

**TBS Registration:** 005502

**Bank Number:** IRB PPU 155

### Employee Assistance

**Description:** The Board has a Memorandum of Understanding with Health Canada, Occupational and Environmental Health Services Agency to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The Bank in Health Canada contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency, Health Canada. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files.

**Class of Individuals:** Employees and Members of the Board.

**Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Only statistical information is released to the Board.

**Consistent Uses:** To support decisions regarding

employee assistance measures.

**Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** IRB 916

**TBS Registration:** 003176

**Bank Number:** IRB PPE 803

## Standard Personal Information Banks

Please see INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearances)

Staffing

Training and Development

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## Indian and Northern Affairs Canada

### Chapter 76

## Particular Personal Information Banks

### Workforce Adjustment Program

**Description:** This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service

Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Personal Record Identifier numbers are used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae.

**Class of Individuals:** Departmental employees.

**Purpose:** This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies.

**Consistent Uses:** No consistent uses.

**Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed, then destroyed.

**RDA Number:** 85/001

**Related PR#:** INA HRB 921

**TBS Registration:** 002541

**Bank Number:** INA PPE 801

### **Ombudsman's Case Files**

**Description:** The bank contains information on difficult situations raised by departmental employees as well as approaches taken to solve situations. It also includes information on follow-up activities.

**Class of Individuals:** Departmental employees at all levels. It may include names, gender and information on employment equity group (voluntary).

**Purpose:** The bank provides a centralized current information source on issues raised, and is maintained by the Staff Ombudsman.

**Consistent Uses:** The bank provides the Staff ombudsman with a proper mechanism to track pertinent information on issues raised in order to be in a better position to counsel employees on the best option to solve their situations. It also serves to produce an Annual Report which includes statistical information (number of employees, type of issues raised, action taken), trends and recommendations.

**Retention and Disposal Standards:** Two years from the time the file was last updated, then destroyed.

**RDA Number** TBD:

**Related PR#:** INA DMO 100

**TBS Registration:** 004260

**Bank Number:** INA PPE 802

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Internal Disclosure of Wrong Doing in the Work-Place

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

## Indian Residential Schools Resolution Canada

### Chapter 77

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Indian Residential Schools Resolution Canada (IRSRC) is holding the following information:

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Indian and Northern Affairs Canada (INAC) is holding the following information on behalf of IRSRC:

Pay and Benefits

Security Clearances

IRSRC and INAC are in the process of transferring some of the above-mentioned information and services from INAC to IRSRC.

## Industry Canada

### Chapter 78

#### Central Personal Information Banks

##### Client and Functional Community Feedback

**Description:** This bank includes information such as job categories, employment status and work locations of employees. It also contains personal opinions or views on client satisfaction.

**Class of Individuals:** Randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and Public Works and Government Services Canada who use the Corporate Comptroller's Branch products and services.

**Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

**Consistent Uses:** Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and

operation decisions.

**Retention and Disposal Standards:** Retained for two years and then destroyed.

**RDA Number:** To be determined.

**Related PR#:** IC HRB 050

**TBS Registration:** 003892

**Bank Number:** IC PCE 725

##### Conflict of Interest Records

**Description:** This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities.

**Class of Individuals:** Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code.

**Purpose:** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders.

**Consistent Uses:** To establish precedents in administering the Conflict of Interest and

Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner.

**Retention and Disposal Standards:**

Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5. Disposal to be determined.

**RDA Number:** 98/001

**Related PR#:** IC OEC 250

**TBS Registration:** 000130

**Bank Number:** IC PCE 730

## Particular Personal Information Banks

### Amex Individual Credit Cards

**Description:** This bank contains application forms for Amex credit cards.

**Class of Individuals:** Departmental employees.

**Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services.

**Consistent Uses:** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Amex.

**Retention and Disposal Standards:**

Application forms are retained for two years after the last use of the card, then destroyed.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**TBS Registration:** 002562

**Bank Number:** IC PPE 811

### Bank of Mentors

**Description:** This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview.

**Class of Individuals:** All employees of the Department.

**Purpose:** The purpose of this bank is to coordinate the Department mentoring program.

**Consistent Uses:** The information gathered will be used to maximize the compatibility between the mentor and his protege.

**Retention and Disposal Standards:** Records will be kept as long as the senior employee is an active mentor or two years after the last

administrative action and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 003668

**Bank Number:** IC PPE 807

### Departmental Assignment Program

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence.

**Class of Individuals:** Federal government employees who have requested a departmental assignment.

**Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy.

**Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities.

**Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 002905

**Bank Number:** IC PPE 803

### Employee Feedback

**Description:** This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment.

**Class of Individuals:** Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region.

**Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services.

**Consistent Uses:** Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions.

**Retention and Disposal Standards:** Retained for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IC CAS 300

**TBS Registration:** 003891

**Bank Number:** IC PPE 813

### **Employee Reimbursements**

**Description:** The Personal Information Bank will contain names of employees and their home addresses.

**Class of Individuals:** Departmental Employees.

**Purpose:** To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Public Works and Government Services Canada.

**Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable.

**Retention and Disposal Standards:** Retained for six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**TBS Registration:** 003218

**Bank Number:** IC PPE 806

### **Employee's Survey**

**Description:** This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions or views on various facets of the workplace, such as internal communications, leadership, career development and team work.

**Class of Individuals:** All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada who have the responsibility of discharging SITT's mandate in the regions (approx. 400).

**Purpose:** The purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment.

**Consistent Uses:** Will be use to help the management and Employee's Council of SITT develop initiatives and practices which will contribute to the betterment of the workplace environment.

**Retention and Disposal Standards:** Retained for two years and then destroyed.

**RDA Number:** 98/004

**Related PR#:** IC SIT 801

**TBS Registration:** 003955

**Bank Number:** IC PPE 800

### **Incentive Awards**

**Description:** The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various

departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program.

**Class of Individuals:** Employees of the Department.

**Purpose:** To identify individuals who have been nominated for awards.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds.

**Retention and Disposal Standards:** Records are retained for six years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 002561

**Bank Number:** IC PPE 812

### **Internet Audit Data Base**

**Description:** This bank contains information pertaining to the access of the Internet via the Industry Canada Corporate Network, in particular what Internet sites are being visited by departmental employees. The data base contains Internet Web site visited in conjunction with the employee's IP address., The individual's actual name is not contained within the data base however, the IP address can be cross-referenced to the individual's name when required.

**Class of Individuals:** All employees of the Department.

**Purpose:** The purpose of the bank is to provide an audit trail of Internet web sites visited by employees of Industry Canada. Industry Canada has an Internet Usage Policy which outlines acceptable uses of the Internet by staff. Should an employee be in violation of any of the terms of the Policy, the audit will service as background information should further action be required.

**Consistent Uses:** The information housed in the bank will be provided upon request by Industry Canada Security. The information is released to Industry Canada officials when they have sufficient reason to believe access to the Internet via Industry Canada's network has been compromised by an individual of the department.

**Retention and Disposal Standards:** The retention period for the audit data base is two years. The information is then destroyed.

**RDA Number:** 98/001  
**Related PR#:** IC OPS 605  
**TBS Registration:** 003979  
**Bank Number:** IC PPE 816

#### **Ombudsman Program**

**Description:** This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name.

**Class of Individuals:** Department of Communications employees.

**Purpose:** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations where recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes.

**Retention and Disposal Standards:** Retention and disposal for this bank are to be established.

**RDA Number:** To be determined

**Related PR#:** IC CMB 350

**TBS Registration:** 003003

**Bank Number:** IC PPE 808

#### **PeopleSoft/HRMS**

**Description:** This data bank contains the following information: sector, branch, name, PRI, sex, first official language, classification and employment location. It is an automated human resources management system that contains information on the management of positions and classifications decisions, the administration of the workforce including the tracking of assignments, priority management, administration of training, labour management relations, official languages, employment equity, compensation and leave.

**Class of Individuals:** All employees of Industry Canada.

**Purpose:** Management of human resources within Industry Canada.

**Consistent Uses:** None recorded.

**Retention and Disposal Standards:** Data beyond five years are electronically archived but can be accessed at any time.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 004254

**Bank Number:** IC PPE 815

#### **Personal Information Disclosed to Federal Investigative Bodies**

**Description:** In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests

received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation.

**Class of Individuals:** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act.

**Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies.

**Consistent Uses:** None recorded.

**Retention and Disposal Standards:** Records are retained for two years and then transferred to the National Archives of Canada.

**RDA Number:** 98/001

**Related PR#:** IC ATI 175

**TBS Registration:** 002012

**Bank Number:** IC PPE 801

#### **Senior Management Development Information**

**Description:** This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings.

**Class of Individuals:** Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels.

**Purpose:** This bank is used to facilitate human resource planning and career planning.

**Consistent Uses:** Information will be used by senior departmental officials and by personnel staff concerned with human resource planning.

**Retention and Disposal Standards:** Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action.

**RDA Number:** Not available at this time.

**Related PR#:** IC HRB 050

**TBS Registration:** 002711

**Bank Number:** IC PPE 810

#### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Conflict of Interest and Post-Employment Code	Parking
Discipline	Pay and Benefits
Employee Assistance	Performance Reviews and Employee Appraisals
Employee Personnel Record	Personnel Security Screening (Reliability Screening/Security Clearance)
Employment Equity Program	Recognition Policy
Grievances	Staffing
Harassment	Training and Development
Identification and Building-Pass Cards	Vehicle, Ship, Boat and Aircraft Accidents
Occupational Safety and Health	
Official Languages	

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## Infrastructure Canada

### Chapter 79

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

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## International Centre for Human Rights and Democratic Development

### Chapter 80

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

**Note:** For information on the employees of Rights & Democracy (the International Centre for Human Rights and Democratic Development), please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).



# International Development Research Centre

## Chapter 81

### Particular Personal Information Banks

#### Human Resources Inventory

**Description:** This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited cvs are classified according to the established classification system. This inventory is used to identify applicants for recruitment purposes.

**Class of Individuals:** All applicants requesting employment at IDRC.

**Purpose:** Repository for applications for employment at IDRC.

**Consistent Uses:** The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.

**Retention and Disposal Standards:** The records are retained for six months then destroyed.

**RDA Number:** 98/005

**Related PR#:** IDRC RB 010

**TBS Registration:** 001153

**Bank Number:** IDR PPE 802

#### Medical Records

**Description:** This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas, and of Office of the Auditor General (OAG) and Canadian Commercial Corporation (CCC) staff who consult the travel clinics according to contractual agreement. It contains pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays, and cardiograms. The files are arranged in alphabetical order by last name.

**Class of Individuals:** Past and present IDRC employees, OAG and CCC contract staff.

**Purpose:** To maintain a health history record of past and present employees of IDRC and of OAG and CCC contract staff.

**Consistent Uses:** This file is used to record health history and medical examinations of employees and of OAG and CCC contract staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update records of required inoculations of all employees and

OAG and CCC contract staff who travel abroad.

**Retention and Disposal Standards:** The records are retained for five years after employment termination then destroyed.

**RDA Number:** 83/002

**Related PR#:** IDR RB 010

**TBS Registration:** 001154

**Bank Number:** IDR PPE 803

#### Official Languages

**Description:** This bank contains official languages data on job language requirements and incumbents' language data such as: first official language, meets or does not meet language requirements, in training or not, results of testing and date of testing. Language examination results and exemptions are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and the Treasury Board Secretariat.

**Class of Individuals:** IDRC employees.

**Purpose:** The purpose of this database is to provide the basic information required to administer the Official Languages Program.

**Consistent Uses:** To administer the Official Languages Program at IDRC.

**Retention and Disposal Standards:** The records are retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80.

**RDA Number:** 98/005

**Related PR#:** IDR RB 010

**TBS Registration:** 002846

**Bank Number:** IDR PPE 806

#### Parking

**Description:** This bank contains permit applications for and correspondence concerning motor vehicle parking on the International Development Research Centre-leased property. Records of payment of parking fees are included in the Employee Personnel Record.

**Class of Individuals:** Employees of IDRC.

**Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges.

**Consistent Uses:** To issue parking permits.

**Retention and Disposal Standards:** Records are destroyed two years after the parking permit expires.

**RDA Number:** 98/005

**Related PR#:** IDR RB 020  
**TBS Registration:** 002844  
**Bank Number:** IDR PPE 804

### Personnel Records

**Description:** This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisal, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, identification and building passes, training, and application for employment. The employee's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid).

**Class of Individuals:** Employees of IDRC.

**Purpose:** The information is compiled to maintain a cumulative record of an individual's employment with IDRC for the purpose of facilitating personnel administration.

**Consistent Uses:** Files are used to maintain a record of each employee's personal history and to maintain a record of employment,

classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, etc.  
**Retention and Disposal Standards:** Retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 80. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, training and application for employment, is retained by IDRC for a period of five years after employment termination, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IDR RB 010

**TBS Registration:** 001152

**Bank Number:** IDR PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Personnel Security Screening (Reliability Screening/Security Clearance)

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## Department of International Trade

### Chapter 82

Please note: The following information does not refer solely to the Department of International Trade, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of International Trade was not able to update their content for inclusion in the 2004-2005 version of Info Source.

### Particular Personal Information Banks

#### Personnel Administration: Non-Foreign Affairs Appointments

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting

arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:**

Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 778

### **Security and Personal Safety of Employees**

**Description:** This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank.

**Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad.

**Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property.

**Retention and Disposal Standards:** These records are retained indefinitely.

**RDA Number:** 75/023

**TBS Registration:** 000352

**Bank Number:** EAC PPE 802

### **Non-Salary Reimbursement by Receiver General for Canada Cheques**

**Description:** The bank contains the postal address or bank account information on each employee.

**Class of Individuals:** Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts.

**Consistent Uses:** To issue cheques to employees' postal addresses or banks.

**Retention and Disposal Standards:** Six years after the last administrative use, the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 004047

**Bank Number:** FAI PPE 808

### **Employment Equity Program**

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify

whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Departmental employees.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** The disposal criteria for this bank are to be established.

**RDA Number:** 75/023

**TBS Registration:** 000370

**Bank Number:** EAC PPE 805

### **Official Languages**

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language,

date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. The Department also maintains information on complaints received with respect to the Official Languages Program. These are either lodged directly with the Human Resources Policy and Strategic Planning Division or via the Commissioner of Official Languages. Similarly, the Division maintains regular lists of both mission and bureau official languages champions.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

**Retention and Disposal Standards:** Two years after last documentation the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000358

**Bank Number:** EAC PPE 803

### **Performance Reviews and Employee Appraisals**

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within

government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed.

**RDA Number:** 75/023

**TBS Registration:** 000364

**Bank Number:** EAC PPE 804

### **Personnel Administration: Non-Foreign Affairs Appointments**

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual.

**Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT.

**Retention and Disposal Standards:**

Information is retained in the bank for two years after the completion of the individual's posting and then destroyed.

**RDA Number:** 75/023-1

**TBS Registration:** 000350

**Bank Number:** EAC PCE 701

### **Training and Development**

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and

development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** The bank concerns employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

**Consistent Uses:** It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed.

**RDA Number:** 75/023

**TBS Registration:** 002507

**Bank Number:** EAC PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

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## Jacques Cartier and Champlain Bridges Incorporated (The)

Chapter 83

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual

conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 000663

**Bank Number:** JCCBI PPE 802

#### Sun Life of Canada's Group Insurance Portfolio Reports

**Description:** This bank contains individual JCCBI employee data related to insurance coverage matters.

**Class of Individuals:** Employees of the

institution.

**Purpose:** Sun Life Assurance Company of Canada uses the information to establish monthly premiums for the following insurance: life, long-term disability, dependant life insurance, death and accidental dismemberment and health care/drugs/vision care/dental care.

**Consistent Uses:** This bank is used for verification of the premiums paid to the insurer for each employee.

**Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

**RDA Number:** 98/027.

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004474

**Bank Number:** JCCBI PPE 806

### Pension Plan Records

**Description:** The bank contains individual data pertaining to the Pension Plan.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deductions.

**Consistent Uses:** Public Works and Government Services Canada ensures that total deductions balance with total remittances.

**Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

**RDA Number:** 98/027.

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004475

**Bank Number:** JCCBI PPE 807

### Taxation Records

**Description:** The bank contains individual data related to salary and various deductions, including taxes for the institution's active and some retired employees.

**Class of Individuals:** Active and retired employees of the institution.

**Purpose:** The purpose is to comply with Revenue Canada-Taxation requirements.

**Consistent Uses:** To determine individual income and taxes.

**Retention and Disposal Standards:** For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file, after which the records are destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004476

**Bank Number:** JCCBI PPE 808

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## Laurentian Pilotage Authority Canada

### Chapter 84

#### Particular Personal Information Banks

##### Register of Pilots employed by the Authority

**Description:** This contains information on physical characteristics, licences, certificates and marine incidents.

**Class of Individuals:** Pilots and apprentice pilots from the Laurentian Pilotage Authority.

**Purpose:** Retain a register of certificates and qualifications required under the Pilotage Act.

**Consistent Uses:** may be used to verify that pilot and apprentice pilots meet the requirements of Pilotage Act as to their ability to carry out their duties.

**Retention and Disposal Standards:** Files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives.

**RDA Number:** 98/005

**Related PR#:** LPA PSE 901

**TBS Registration:** 003684

**Bank Number:** LPA PPE 801

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

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## Law Commission of Canada

### Chapter 85

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Staffing

The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources function and is retaining all the related records.

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## Library and Archives Canada

### Chapter 86

#### Central Banks

##### Former Civilian Employees — Employee Personnel Record

**Description:** Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide

their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

**Class of Individuals:** Former civilian employees of the federal government.

**Purpose:** To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the

case of re-employment.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 98/018

**Related PR#:** LAC GIM 165

**TBS Registration:** 000554

**Bank Number:** LAC PCE 748

### **PERSFILE Automated Index System**

**Description:** The PERSFILE system identifies the storage location of files contained in other banks within the Federal Records Centres. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian).

**Class of Individuals:** Former military and civilian employees of the Federal Government.

**Purpose:** To identify and locate within the Federal Records Centres, personnel records of former government employees.

**Consistent Uses:** This bank is used by Library and Archives Canada, Federal Records Centres and Regional Operations in order to control the loan period and actual location of personnel files.

### **Retention and Disposal Standards:**

Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by Library and Archives Canada for archival purposes. A backup microfiche version is created semi-annually and is retained for five years for quality control purposes.

**RDA Number:** 98/018

**Related PR#:** LAC GIM 165 and LAC GIM 170

**TBS Registration:** 000553

**Bank Number:** LAC PCE 777

## **Particular Banks**

Please note, when requesting military personnel files: Library and Archives Canada processes requests for complete files of individuals 5 years after their release from military service. For a complete copy of the files of individuals released LESS than 5 years, the request should

be submitted directly to the Department of National Defence.

### **Army Reserve Force Pay Sheets**

**Description:** Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

**Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later.

**Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000567

**Bank Number:** LAC PPE 715

### **Auxiliary Services Record — World War II**

**Description:** Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number.

**Class of Individuals:** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel.

**Purpose:** To verify periods of service and determine eligibility for pension benefits.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000562

**Bank Number:** NA PPE 710



### **Canadian Army Wartime, Special Force and Regular Force — Part II Orders**

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

**Class of Individuals:** Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966.

**Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000561

**Bank Number:** LAC PPE 709

### **Dental Records — World War II, Special, Reserves and Regular Forces**

**Description:** This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served

with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 001943

**Bank Number:** NA PPE 721

### **Former Civilian Employees — DSS Superannuation Record**

**Description:** Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

**Class of Individuals:** Former civilian employees of the federal government.

**Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records have been preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 98/018

**Related PR#:** LAC GIM 165

**TBS Registration:** 000556

**Bank Number:** LAC PPE 704

### **Medical Records — World War II, Special, Reserves and Regular Forces**

**Description:** Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** To authenticate service information for possible pension and other benefits and to support medical decisions and pension

entitlement claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 000569

**Bank Number:** LAC PPE 717

#### **Microfiche Personal File — Regular Force and Class C Reserves**

**Description:** Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service.

**Class of Individuals:** Some Regular Force and Class C Reserves personnel.

**Purpose:** To support decisions on pensions and other benefit entitlements.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000570

**Bank Number:** LAC PPE 718

#### **Military Personnel Bank — World War II, Special, Reserves and Regular Forces**

**Description:** Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names

and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 000568

**Bank Number:** LAC PPE 716

#### **Newfoundland Forces — World War II**

**Description:** Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number.

**Note:** Records information for all other services within the Newfoundland Forces may be obtained by contacting Veterans Affairs Canada, St. John's, Newfoundland.

**Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946.

**Purpose:** To verify length of service of Newfoundland Forces personnel and substantiate pension claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90

years of age and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000565

**Bank Number:** LAC PPE 713

### **Performance Evaluation Bank — World War II, Special, Reserves and Regular Force**

**Description:** Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel.

**Purpose:** To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by Library and Archives Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by Library and Archives Canada if judged to be of archival value.

**RDA Number:** 85/012, 99/014

**Related PR#:** LAC GIM 170

**TBS Registration:** 000572

**Bank Number:** NA PPE 720

### **Royal Canadian Air Force (RCAF) — Daily Routine Orders**

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc.

Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service.

**Class of Individuals:** Royal Canadian Air

Force (RCAF) personnel from 1924-1967.

**Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000560

**Bank Number:** LAC PPE 708

### **Royal Canadian Navy (RCN) Pay Record Sheets — World War II**

**Description:** Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on.

**Class of Individuals:** Royal Canadian Navy personnel who served during World War II.

**Purpose:** To verify pay records and settle any pay claims.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by Library and Archives Canada for archival purposes.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000564

**Bank Number:** LAC PPE 712

### **Service Pensions Bank — Regular Force**

**Description:** Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service.

**Class of Individuals:** All Canadian Forces personnel who have contributed to a pension plan.

**Purpose:** To determine pension entitlements.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90

years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000571

**Bank Number:** LAC PPE 719

### **Thirty Day Trainees — World War II**

**Description:** Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth.

**Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940.

**Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service.

**Consistent Uses:** This bank is used by employees of the Federal Government for administrative actions.

**Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by Library and Archives Canada for archival purposes and the remainder destroyed.

**RDA Number:** 85/012

**Related PR#:** LAC GIM 170

**TBS Registration:** 000563

**Bank Number:** LAC PPE 711

## **Standard Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

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## **Mackenzie Valley Environmental Impact Review Board**

### **Chapter 87**

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

## Mackenzie Valley Land and Water Board

### Chapter 88

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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## Military Police Complaints Commission

### Chapter 89

#### Particular Personal Information Banks

##### Corporate Services

##### Staff Relations

**Description:** This bank contains notices and actions taken following the misconduct of employees; formal and informal complaints of harassment, their assessment and their resolution; grievances presented by employees and their bargaining unit representatives; and the receipt and investigation of events of a staff relations nature at the work place with the actions taken.

**Class of Individuals:** Employees of the Commission, including contractors and persons hired through temporary help agencies.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints and actions, to make decisions in specific instances and to take appropriate action.

**Consistent Uses:** To support decisions on issues of a staff relations matter such as discipline, harassment, grievances.

**Retention and Disposal Standards:** (submission to the National Archives of Canada).

**RDA Number:** TBD

**Related PR#:** MPCC PRN 926

**TBS Registration:** 005244

**Bank Number:** MPCC PPE 801

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

## Montreal Port Authority

### Chapter 90

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

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## Nanaimo Port Authority

### Chapter 91

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Language

Pay and Benefits

Performance Reviews and Employee Appraisals

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## National Arts Centre

### Chapter 92

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## National Battlefields Commission (The)

### Chapter 93

#### Particular Personal Information Banks

##### Employee Personnel Record

**Description:** Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required.

**Class of Individuals:** The National Battlefields Commission Employees.

**Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer.

**Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

**Retention and Disposal Standards:** After an employee leaves, the personnel record is kept until the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** NBC PER 3500

**TBS Registration:** 003944

**Bank Number:** NBC PPE 810

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## National Capital Commission

### Chapter 94

#### Particular Personal Information Banks

##### Corporate Human Resources Management System (PeopleSoft)

**Description:** These databases are on-line systems which support virtually all major personal management functions. These

databases contain personnel information, such as: Personnel Record Identifier (PRI), employee number, SIN number, sex, classification level, address, name, date of birth and dates of performance evaluations. This system also contains all compensations related event histories for all NCC employees since 1971; position information since 1998; competition

and training information since 2000. Also, PeopleSoft is used to generate employees' pay cheques with earnings and deductions. PeopleSoft also contains information on current fiscal year employees. It is used to track hours worked and leave information. Finally, PeopleSoft is used to record job and position related information, especially job evaluation information and job descriptions. The Employment Equity Computerized Reporting and Information system (EECRIS) produces annual reporting for Employment Equity regulations using data downloaded from PeopleSoft.

**Class of Individuals:** NCC Employees.

**Purpose:** The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a controlled basis.

**Consistent Uses:** The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making.

**Retention and Disposal Standards:**

Computerized records are updated as required. Information maintained in the system is kept according to the type of information; for the most part, information is part of the personnel file and is retained until age 80 or 2 years after death and then destroyed. Employee Compensation record are retained forever.

**RDA Number:** 98/005

**Related PR#:** NCC HR 004

**TBS Registration:** 003732

**Bank Number:** NCC PPE 800

### **Corporate Information Inventory System (CIIS)/Employee Database**

**Description:** This bank is a component of an on-line information holdings management system. This bank contains each employee's name, identification number and security clearance level.

**Class of Individuals:** NCC employees.

**Purpose:** The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance.

**Consistent Uses:** The information is used to safeguard designated and classified information.

**Retention and Disposal Standards:**

Employee information is deleted from the system immediately after the employee has left the NCC.

**RDA Number:** 01/009

**Related PR#:** NCC CIMS-A400

**TBS Registration:** 003664

**Bank Number:** NCC PPE 802

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Official Languages

Parking

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Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents



# National Defence

## Chapter 95

### Particular Personal Information Banks

#### Academic Records - Students of the Royal Military College

**Description:** The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the: full name, service number and/or college number, student number when accessing files, and year(s) in attendance at Royal Military College (RMC).

**Class of Individuals:** This bank applies to students who are attending, or have attended the Royal Military College (RMC).

**Purpose:** The purpose of this bank is to maintain a record of academic results for students who are attending or have attended the Royal Military College (RMC). Files are used for administrative and statistical purposes and cover approximately 1000 students annually.

**Consistent Uses:** These results are used to view performance within the “academic pillar” of the College’s four-pillar system, for statistical purposes, and to verify past performance should a member apply for PG studies at a later date.

**Retention and Disposal Standards:** Records are maintained indefinitely for historical purposes.

**RDA Number:** 98/005

**Related PR#:** DND RET 370

**TBS Registration:** 000212

**Bank Number:** DND PPE 844

#### Administrative Review Case Files

**Description:** This bank contains personal information on individuals who have been the subjects of administrative reviews related to Conduct, Misuse of Alcohol, Illicit Use of Drugs, Sexual Misconduct, Harassment, Family Violence and Abuse, and Racist Conduct, as well as information on administrative reviews related to Medical Employment Limitations. It includes documentation directly related to the individual’s case from the initial incident report to the final decision, which formed the case file submitted to the Approving Authority. That same documentation was disclosed to the individual under procedural fairness at the time the administrative review was conducted.

Documentation may contain duly-vetted Military Police Investigation reports. Persons are identified by a service number, name and initials. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name and Service Number.

**Class of Individuals:** Members of the Canadian Forces.

**Purpose:** This information may be used by departmental authorities in answering applications for redress of grievances, appeals, and in determining eligibility for pensions. It is also used for research, planning, evaluation and statistical purposes.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** The records in this bank are kept at NDHQ for a minimum period of two years and are then transferred to Nationals Archives where they will be kept indefinitely.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 000183

**Bank Number:** DND PPE 814

#### Alert Manning Personnel System (AMPS)

**Description:** The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to CF Station Alert. Specifically, it contains the: gender, rank, Individual attach posting history, security clearance, member’s present unit, service number, Military Occupation Codes and special qualifications. Records are accessible by providing: surname and initials and SN.

**Class of Individuals:** This bank applies to Communication Research (CommRsch291) and other commissioned and non-commissioned members of the CF.

**Purpose:** The purpose of this bank is to: ensure the military personnel are treated fairly and equally if required to be posted to CF Station Alert on a rotational basis, and use this information when posting military personnel to CFS Alert.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** All information is retained until such time as CFS Alert closes.

**RDA Number:** 98/005  
**Related PR#:** DND PCA 630  
**TBS Registration:** 002856  
**Bank Number:** DND PPE 871

#### **Boards of Inquiry/Summary Investigations**

**Description:** The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are accessible by providing: Military Occupation Code, name, rank, service number, location and type and year of incident.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken.

**Consistent Uses:** Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member.

**Retention and Disposal Standards:** The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to National Archives of Canada.

**RDA Number:** 98/005  
**Related PR#:** DND PCA 630  
**TBS Registration:** 000201  
**Bank Number:** DND PPE 832

#### **Cadet Instructors Cadre Personal Information Bank**

**Description:** The bank consists of individual personnel documents and files, which contain personal information on officers of the Cadet Instructors Cadre (CIC). Contents include

enrolment documentation, letters of reference, educational documentation, route letters, course reports, CIC Career Transaction Forms, pay authorization documents, Performance Evaluation Reports, medical and dental plan information, employment information and personal information documents containing service number, rank, surname, given names, addresses, telephone numbers, dates of birth, marital status, next of kin, military service, honours and awards, language capabilities, etc. Personnel documents and files are accessible by providing service number, surname and given names.

**Class of Individuals:** This bank applies to officers of the Cadet Instructors Cadre (CIC).

**Purpose:** These personnel documents and files are maintained for the purpose of preserving administrative details of a CIC officer's career.

**Consistent Uses:** There are no other consistent uses.

#### **Retention and Disposal Standards:**

Following the release of the CIC officer the unit holding the personnel documents and files will retain them for a period of three years at which time they are then forwarded to National Archives.

**RDA Number:** 98/005  
**Related PR#:** DND MUD 565  
**TBS Registration:** 004440  
**Bank Number:** DND PPE 822

#### **Canadian Forces Casualty Database**

**Description:** This information bank, situated within National Defence Headquarters in Ottawa, contains records of serious injuries, illnesses and deaths of Canadian Forces members. This information is provided by individual Canadian Forces units for storage in a central database administered by the Department of National Defence and Veterans Affairs Canada Centre for Support of Injured and Retired Members and their Families. It is solely maintained by staff of the Department of National Defence.

**Class of Individuals:** Members of the Canadian Forces.

**Purpose:** Information in this bank is used by DND staff to ensure that seriously injured and ill members and their families are referred for assistance to any programs and services which may help them. In the case of death, the information is used to coordinate the provision of benefits to surviving family members, as well as to facilitate the tracking of grave sites of deceased CF members. In providing

assistance, personal information will be disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

**Consistent Uses:** Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence and leadership of the Canadian Forces for the purpose of problem identification. No other use is made of personal information unless authorized pursuant to the Privacy Act.

**Retention and Disposal Standards:** Files are not destroyed, but are transferred to the National Archives Personnel Record Centre one year after their last administrative use.

**RDA Number:** 2000/014

**Related PR#:** DND SGB 490 and DND PCA 630

**TBS Registration:** 005369

**Bank Number:** DND PPE 817

#### **Canadian Forces Command and Staff College - Boards/Selection Processes**

**Description:** This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing: full name, rank, Military Occupation Code, service number, also particulars of the board such as, year, location and name of the staff college.

**Class of Individuals:** This bank applies to CF officers.

**Purpose:** The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges.

**Consistent Uses:** To select officers to attend staff college.

**Retention and Disposal Standards:** Records are retained for two years for statistical purposes, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 000190

**Bank Number:** DND PPE 821

#### **Canadian Forces Drug Testing Program**

**Description:** This bank contains: results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program, administrative details of all specimen collections, and career action on members who

produced validated positive test results. The records are accessible by providing: full name, initials, and place of testing (Unit Identification Code), and service number and date of test.

**Class of Individuals:** This bank applies to members of the CF Regular and Reserves.

**Purpose:** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate: enforcement, and other administrative measures as prescribed in CFAO 19-21. preventative education, rehabilitation, and/or treatment.

**Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell for statistical purposes. It is shared in-house only with: career managers, medical/social councillors, military police, and the member's Commanding Officer (CO). It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21.

**Retention and Disposal Standards:** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND PCA 630

**TBS Registration:** 003172

**Bank Number:** DND PPE 890

#### **Canadian Forces Employment Equity Program**

**Description:** The bank contains personal information (Protected B) on members which is collected by means of a self-identification survey. Respondents are asked on a voluntary basis to identify whether or not they are a member of a designated group ( Aboriginal person, visible minority, woman, or person with disability).

**Class of Individuals:** This bank applies to members of the Regular Force and Primary Reserves.

**Purpose:** The purpose of this bank is to provide documentation for the implementation of employment equity in the CF falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated group status.

**Consistent Uses:** The CF may collect data for statistical purposes. The information gathered will be used for institutional purposes in the CF Employment Equity program to: identify and eliminate employment barriers against persons in designated groups, and introduce temporary

special measures to ensure that designated groups participate in and are equitably represented in the CF, for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. This information is used to: compile a personnel profile of members; and compare the situation of designated group members with non-designated group members within the CF.

**Retention and Disposal Standards:** The data collected is maintained in perpetuity, in accordance with the Employment Equity Act. The actual forms are retained for five years and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND MUD 565

**TBS Registration:** 003342

**Bank Number:** DND PPE 816

#### **Canadian Forces Member Personal Information File**

**Description:** This bank contains documents obtained upon enrolment/transfer to the Regular Forces and correspondence and documents relating to an individual's career, such as the: post-enrolment/transfer date information such as change of name, proof of change of name, citizenship, date and province of birth, marital status on enrolment, dependants' language of instruction preference, sex and year of birth of dependent children, enrolment medical profile, Change of Medical Category form CF 2088, career résumé, change of Reserve Service, Civil Convictions (except those for which pardons have been granted), consent to serve forms, course joining instructions, course reports, letters of commendation and awards, current statements of service, documentation regarding security/Personnel Reliability Program (PRP) clearance, previous service, Regional Social Work Officer reports, requests for compassionate posting, requests for special consideration, results of court marital, retirement option, regimental rebadging, Screenings for Overseas duty and/or Instructional/Recruiting duty, Statements of Understanding, uniform selection, educational certificates/reports of academic achievements, enrolment documents, release instructions and personal enquiries, remuster, leave preference at compulsory retirement age, letters of reference, notice of intended release, Personnel Selection Officer reports, messages,

posting/temporary duty promotion; re-engagement (and career development plans), Administrative Review decisions and recommendations, Delegated Authority, Documentation related to removal of acting provisions status on re-enrolment, applications for programs, promotion recommendations and approvals and records of flying time. This bank may also contain casualty documents. Records are retrievable by service number, name and date of birth.

**Class of Individuals:** This bank applies to members of the Regular component of the CF.

**Purpose:** The purpose of the electronic file is to maintain a record of significant information regarding service members necessary to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel from enrolment to retirement.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** Records are retained for five years after release from the CF and then transferred to National Archives of Canada.

**RDA Number:** 98/005 and 2000/019

**Related PR#:** DND CSA 520

**TBS Registration:** 004249

**Bank Number:** DND PPE 818

#### **Chaplain Service**

**Description:** This bank contains the records of Chaplains in the CF as well as correspondence on subjects of interest and concern to them. Records are accessible by providing; full name, service number, rank, and denomination.

**Class of Individuals:** This bank applies to chaplains in the CF.

**Purpose:** The purpose of this bank is to be used as a guide to actions affecting chaplains and their work.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are destroyed after three years.

**RDA Number:** 98/005

**Related PR#:** DND CGP 470; DND CRC 485

**TBS Registration:** 000176

**Bank Number:** DND PPE 807

#### **Command and Staff Course Student Files**

**Description:** The bank contains: a record of all formal interviews with the student, assessments and gradings of written and

spoken assignments; assessments of performance during specific tutorial discussions; autobiographies; periodic overall performance assessments, and personal and administrative histories. Records are accessible by providing: full name, rank/title, and service number.

**Class of Individuals:** This bank applies to: Officers of the CF, DND civilians, and visiting foreign and Allied Officers.

**Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of: CF officers, and visiting foreign, Allied officers who attend courses at the Canadian Forces College. The information is also used to provide transcripts of academic standing on CFC courses to requesting institutions. The bank is used to provide documented justification for the content of each student's formal course assessment.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are destroyed after ten years.

**RDA Number:** 98/005

**Related PR#:** DND RET 370

**TBS Registration:** 000211

**Bank Number:** DND PPE 843

#### **Conflict of Interest and Post-Employment Code - Military**

**Description:** This bank contains: Conflict of Interest Certification Documents; Confidential Reports of assets, liabilities, and participation in outside activities in accordance with DAOD 7021-1, Conflict of Interest; assessments, analyses and correspondence about actual potential and apparent conflicts between a member's private interests or holdings and his or her official duties and responsibilities; reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing: full name, rank/title, and service number.

**Note:** This impacts on a current CF member's or DND employee's ability to deal with a former senior member.

**Class of Individuals:** This bank applies to members of the: CF regular, and Reserves on full-time paid service.

**Purpose:** The purpose of this bank is to: enable designated officials to determine whether a CF member is in compliance with the conflict of interest compliance measures and whether a senior member or former senior member (as defined in DAOD 7021-2, Post Employment) is in compliance with the post-employment compliance measures; maintain

information required to implement the DAOD 7021 series; record actual, potential and apparent conflicts of interest and their resolution and/or any post-employment compliance action, and support decisions on administrative or disciplinary action if a conflict of interest exists.

**Consistent Uses:** There are no consistent uses associated with the personal information.

**Retention and Disposal Standards:** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 001966

**Bank Number:** DND PPE 864

#### **Dental Records**

**Description:** This bank contains assessments of dental fitness to perform duties as a serving regular member of the CF and records of active dental treatment. The data includes: comments and opinions, dental and medical histories, special dental and medical examinations, and tests. Records are accessible by providing: date of birth, full name, rank, and service number.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** Dental records are: used for ongoing planning and provision of required dental treatment throughout an individual's career, and may also be used for forensic identification during and following service in the CF.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. One year after member's release from the CF, records are transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** DND DSD 510

**TBS Registration:** 004317

**Bank Number:** DND PPE 811

#### **Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families**

**Description:** This information bank, situated within National Defence Headquarters in Ottawa, contains records of information about clients and services provided to them. Clients are members and former members of the Canadian Forces and their families who have

contacted the Centre for assistance. The Centre is operated by the Department of National Defence, but also includes staff from Veterans Affairs Canada. Personal information is obtained directly from clients and from other government and private sector sources at the clients' request. Records may be received and retained on paper or other electronic media. The information is used to coordinate assistance to clients by answering their questions, referring them to other agencies, and in some cases providing services funded by the Centre. In some instances the Centre initiates contact with potential clients based on information collected in the Canadian Forces Casualty Data Base, which is also operated by the Centre. Records are accessible by providing: full name, rank/title, and service number.

**Class of Individuals:** Members and former members of the Canadian Forces and their families.

**Purpose:** Information in the bank is used by staff to identify programs and services to which clients may be referred for assistance, and for case management and documentation of assistance provided. In providing assistance, personal information is disclosed to other components of the Department of National Defence, Veterans Affairs Canada and other government and private sector agencies only with the client's knowledge and consent.

**Consistent Uses:** Information of an anecdotal nature, that does not identify individual clients, may be shared with senior management of the Department of National Defence or Veterans Affairs Canada for the purpose of problem identification and program evaluation. Information may be shared with private sector organisations in a manner that does not identify individual clients, to assist in the development and operation of their programs and services for members and former members of the Canadian Forces. No other use is made of personal information unless authorized pursuant to the Privacy Act.

**Retention and Disposal Standards:** Files are destroyed five years after their last administrative use by the Centre.

**RDA Number:** to be determined.

**Related PR#:** DND SGB 490 and DND DND PCA 630

**TBS Registration:** 005370

**Bank Number:** DND PPE 824

### **Dependant Education Allowances**

**Description:** This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may include the: authorized benefits, name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/CF members. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND member.

**Class of Individuals:** This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits.

**Purpose:** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada.

**Consistent Uses:** There are no consistent uses.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND DEP 465

**TBS Registration:** 003267

**Bank Number:** DND PPE 876

### **Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada**

**Description:** This bank contains information on personal characteristics of the person for whom application is being made. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code.

**Class of Individuals:** This bank applies to: members of the CF, and dependants of members.

**Purpose:** The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are destroyed after two calendar years.

**RDA Number:** 98/005

**Related PR#:** DND CBD 450

**TBS Registration:** 000178

**Bank Number:** DND PPE 809

### **Human Resources Management Information System (HRMS)**

**Description:** This bank is a single, integrated human resource (HR) information management system, designed using the PeopleSoft™ HR software that can be used by DND/CF members, employees and managers to support the regular, reserve and civilian components of the Department. The HRMS provides support to the following Military and Civilian HR processes: Assignment and Military Occupation Structure. Civilian Pay (pay & benefits/leave) maintains all data pertaining to the employee (such as address, employment situations, PRI, salary grad and step - Civ only); Priority Management position clearance requests and work force adjusted employees, and Staffing: maintains staffing related data (competition number, process, and candidate information human resources planning); maintains and tracks data pertaining to employment equity target groups; and measures participation in special development programs, data relating to the Civilian Reduction Program (CRP), employment records substitution availability, and Financial benefits and education benefits, Health and Safety, Recruitment, plus time away from home and Statement of Ordinary Residence for military members. Processes applicable to military and civilian maintains leave records as earned and used by employee; Position Management Process: position, section data, and Unit class, co-ordinates pertaining to the position, points, and the classification information such as class; and Personnel Administration: date and place of birth, dependants, duty location, educational level, engagement plan, former members of the Regular Force, marital status, medical category, military occupation, name, occupational qualifications, official languages updates (employee data, and Linguistics position), rank, service history for current, and service number. Serving Regular Force personnel may request individually from a local Enterprise User, a PRR, showing a resume of the data held on them or by viewing a web based system called Employee Member Access Application (EMAA). Records of members released from the CF are not subject to amendments.

**Class of Individuals:** This bank applies to: former and current members of the CF (Regular and Reserve), and Civilian employees of DND.

**Purpose:** The purpose of this transactional

data bank is to provide and verify information for those engaged in the management or administration of DND/CF personnel, at all levels of the Department including: APMS, Automated Posting Message System supporting Career Managers, ARCIS, Automated Rank Change Instruction System supports generation of promotion messages, CFSS for Organizational Changes, Output Products Reporting Database, FIS, Financial Information System, Great West Dental, ITMIS - Individual Training Management Information System, MBSS, Merit Board Support System application used to assist the conduct of military merit boards, OL Official Languages Interface OPDP, Officers Professional Development Program tracking system, PASS, Personal Administration Support System, PWGSC, Public Works Government Services Canada, SNAMS, Service Number Access Management System, SUEP, Subsidized University Education Program, SWE - Salary Wage Envelope, Universal Classification System IM Support. Records are accessible by providing: full name, and or service number, PRI or Enterprise Employee ID.

**Consistent Uses:** The information in this bank is used to: update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS), facilitate decision making on personnel matters, reply to requests for specific personnel data on a controlled basis, support the maintenance of common information such as qualifications, produce reports to managers in order to facilitate their decision making, and update Environmental Command Headquarters and Group Principle sub systems. The SIN is collected in accordance with the: Income Tax Act and Unemployment Insurance Act for the purpose of managing and administering members' pay. The SIN is removed from HRMS after the first pay transaction is sent to CCPS.

**Retention and Disposal Standards:** Records are retained for a period of five years after the last administrative action. Records are then destroyed.

**RDA Number:** 98/005

**Related PR#:** DND MSD 785

**TBS Registration:** 004155

**Bank Number:** DND PPE 805

### **DSSPM - Clothing Online**

**Description:** This bank contains: the Service Number (SN), Rank, Surname, First Name(s), Initials, Environment (Navy, Army or Air Force)

and Class of Service (only Primary Reserve and CIC) of all active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary Appointments. Clothing Online is a DND e-commerce/e-business based direct delivery project providing non-operational uniforms to DND members. All active Regular Force, Primary Reserve (Class A, B and C), CIC members, Supplementary Reserve (SR) and active members with Honorary Appointments are authorized personnel. The bank will also be used to maintain an individual's point system and clothing entitlement inventory. The data is stored on a secure database. When the data is accessed online it is in 'https' mode, in which 128-bit encryption (SSL) is invoked. Records are accessible by providing: full name, rank/title, and service number.

**Class of Individuals:** Active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary Appointments.

**Purpose:** The Bank's purpose is to maintain information on active Regular Force, Primary Reserve (Class A, B and C), Cadet Instructor Cadre (CIC) members, Supplementary Reserve (SR) and active members with Honorary appointments and act as a means to identify personnel authorized to use the Clothing Online product.

**Consistent Uses:** Identifying authorized individuals and the maintenance of individual point system and clothing entitlements inventories. Information (Rank and Environment only) will be used by DSSPM to produce statistical reports. The database will not be linked with any other system.

**Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action.

**RDA Number:** 98/001 and 2000/14

**Related PR#:** DND 18415

**TBS Registration:** 005349

**Bank Number:** DND PPE 829

#### **Financial Assistance - Canadian Forces Personnel Assistance Fund (CFPAF)**

**Description:** This bank contains applications for financial assistance from the Canadian Forces Personnel Assistance Fund. The bank also contains loan records and contracts. Records are available by providing date of birth, full name and service number.

**Class of Individuals:** This bank applies to

current and former CF Regular Force personnel and eligible members of the Reserves.

**Purpose:** The purpose of this bank is to maintain a file of past and present CF personnel who applied for and obtained financial assistance from CFPAF; loan accounts, current and archived and loan contracts.

**Consistent Uses:** The information is strictly used for the administration (management) of the financial assistance programme. Aside from this there are no other uses.

**Retention and Disposal Standards:** Loan records and accounts are destroyed seven calendar years after a loan is paid up and application files are destroyed after three calendar years of inactivity.

**RDA Number:** 98/005

**Related PR#:** DND PSB 405

**TBS Registration:** 005346

**Bank Number:** DND PPE 802

#### **Financial Counselling - SISIP Financial Services**

**Description:** This bank contains financial information with respect to Canadian Forces personnel who are financial counselling clients. Records are accessible by providing date of birth, full name and service number if applicable.

**Class of Individuals:** This bank applies to current members of the Canadian Forces.

**Purpose:** The purpose of this bank is to maintain a file on those individuals who are financial counselling clients.

**Consistent Uses:** The information is strictly used for the administration (management) of the financial counseling programme. Aside from this, there are no other uses.

**Retention and Disposal Standards:** Files on clients who have received loans are retained for two years after the file has been closed. The file is then destroyed. Files on clients who have not received any loans are destroyed when the counselling service has been completed.

**RDA Number:** 98/005

**Related PR#:** MDN PSB 405

**TBS Registration:** 005347

**Bank Number:** DND PPE 803

#### **Financial Planning - SISIP Financial Services**

**Description:** This bank contains applications for financial planning services, investment instructions and financial information with respect to our clients. Records are accessible by providing date of birth, full name and service number if applicable.

**Class of Individuals:** This bank applies to



current and former members of the Canadian Forces and Canadian Forces Personnel Support Agency employees.

**Purpose:** The purpose of this bank is to maintain a file on clients who are Financial Planning clients.

**Consistent Uses:** The information is strictly used for the administration management) of the financial planning programme. Aside from this, there are no other uses.

**Retention and Disposal Standards:** Records are destroyed seven years after the death of a client or cancellation of the services.

**RDA Number:** 98/005

**Related PR#:** DND PSB 405

**TBS Registration:** 005348

**Bank Number:** DND PPE 804

### Harassment

**Description:** This bank may contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Records are accessible by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc.

**Class of Individuals:** This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace.

**Purpose:** The purpose of this bank is to: record information necessary for dealing with complaints of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to

address and resolve a harassment situation; support any subsequent administrative and/or disciplinary action taken with respect to the situation and the members, employees and other persons involved.

**Consistent Uses:** In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant if it is deemed appropriate to do so. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used relatively to a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable. The information may be used in the compilation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes.

**Retention and Disposal Standards:** Records are retained for five years after the last administrative action, archived for three additional years and then destroyed with the consent of the National Archivist.

**RDA Number:** 98/005

**Related PR#:** DND PCA 605, DND CSA 520 and DND CPS 600

**TBS Registration:** 003005

**Bank Number:** DND PPE 875

### Human Resource Research and Evaluation Information Data Bank

**Description:** This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Education; Applicant plan; Applicant career preferences; Employment equity; Assessment Rating; Assessment Narrative; and Military Potential Score; and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application.

**Class of Individuals:** This bank applies to: Applicants to the CF, and serving and former members of the CF.

**Purpose:** The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection.

**Consistent Uses:** The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System - (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks.

**Retention and Disposal Standards:** CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely.

**RDA Number:** 98/005

**Related PR#:** DND PDB 360

**TBS Registration:** 000184

**Bank Number:** DND PPE 815

#### **Identification and Access Control Cards**

**Description:** This bank contains: photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names date of birth, Region and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities in the National Capital Region (NCR) by employees. The information is collected by means of identification forms, correspondence and digital camera or scanned still photographs and is stored on an automated database. Records are accessible by providing SN/PRI and full name and date of birth.

**Class of Individuals:** CF members, civilian employees of National Defence, Allied Forces personnel and their dependants serving in Canada and contracted persons in the NCR.

**Purpose:** The purpose of this bank is to

maintain information relating to the issuance and cancellation of identification and NCR access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities in the NCR, and to provide for the security of DND employees and property.

**Consistent Uses:** Issuance of identification and NCR access control cards. Information may be used to produce reports for statistical analysis.

#### **Retention and Disposal Standards:**

Information related to access and egress of DND facilities in the NCR is collected solely for safety and security reasons and is retained for five years, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. All other records are retained for five years after release from the Department and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND MIS 085

**TBS Registration:** 003681

**Bank Number:** DND PPE 896

#### **Insurance - Service Income Security Insurance Plan (SISIP)**

**Description:** This bank contains applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP) for: all Regular Force, and Class C Reserve Force. The master policy is held by Maritime Life Assurance Company. The bank also contains: CF death notifications, and life claim forms submitted by claimants. Records are accessible by providing: date of birth, full name and service number.

**Class of Individuals:** This bank applies to current and former Regular Force and Class C Reserve Force members of the CF.

**Purpose:** The purpose of this bank is to maintain: a file of past and present CF personnel who have applied for SISIP and GOIP coverage; and a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the CF who are SISIP participants.

**Consistent Uses:** The information is strictly used for the administration management of the SISIP programme. Aside from this, there are no other uses.

**Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage.

**RDA Number:** 98/005  
**Related PR#:** DND CBD 450  
**TBS Registration:** 000177  
**Bank Number:** DND PPE 808

### **Judge Advocate General's Files/Service Estates**

**Description:** This file contains: correspondence reflecting the names of estate beneficiaries, executors, court appointed administrators and legal counsel retained for estate administration purposes, financial records detailing monetary entitlements forming part of the military Service Estate; information pertaining to the disbursement of such monetary entitlements and personal effects, also forming part of the military Service Estate; subsequent correspondence between the Director of Estates and military units in relation to the collection, safeguarding and authorized shipment of the deceased's personal effects; correspondence between the Director of Estates and estate beneficiaries, executors, court appointed administrators and retained legal counsel reflecting the administrative process involved in distributing military Service Estates. Records are accessible by providing: date of death, full name, and service number.

**Class of Individuals:** This bank applies to deceased members of the Regular Force and Reserve Force, Class "B" or "C" on active service at the time of death.

**Purpose:** The purpose of this bank is to document Service Estate administration in relation to members of the CF who were on active service at the time of death.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Director of Estates and are then transferred to National Archives of Canada.

**RDA Number:** 98/001  
**Related PR#:** DND JAG 015  
**TBS Registration:** 000220  
**Bank Number:** DND PPE 856

### **La Relève Executive Feeder Group**

**Description:** This bank is a single, integrated human resource (HR) database. Respondents voluntarily provide data on completed questionnaires which includes personnel data, work related data, official languages data, academic qualifications, professional accreditation, learning and development completed, ten-year employment history, areas of expertise, scope of experience and career aspirations over the next ten-year period.

**Class of Individuals:** This bank applies to civilians currently employed by DND.

**Purpose:** The database was created to present the Deputy Minister's Human Resources Committee (DM HRC) with a demographic profile of the EX-minus 1, EX-minus 2 and EX-minus 3 communities in the Department of National Defence (DND). This questionnaire was designed to provide departmental management, the DM HRC, with information to describe this pool and put into place the requisite developmental initiatives to prepare candidates for anticipated EX vacancies.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records will be destroyed two-year after the last administrative action.

**RDA Number:** 98/005  
**Related PR#:** DND SGB 490  
**TBS Registration:** 005114  
**Bank Number:** DND PPE 861

### **Medical Professional Standards Register**

**Description:** This bank contains: correspondence between Director General Health Services (DGHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals.

**Class of Individuals:** This bank applies to any or all CFMS personnel.

**Purpose:** The purpose of this bank is to maintain information on CF Medical Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action.

**Consistent Uses:** Information held in this bank may be disclosed to the CF Health Services Group (CF H Svcs Gp) professional-technical bodies, committees and investigators that review and investigate complaints about patient care, that determine whether a complaint is related to deficiencies of a systemic nature and/or problem with the competence and/or

conduct of a CF health care provider, or that review the credentials, references, experience and other requirements of all CF H Svcs Gp health care providers and recommend on privileges and scope of practice.

**Retention and Disposal Standards:** The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case.

**RDA Number:** 98/005

**Related PR#:** DND SGB 495

**TBS Registration:** 003960

**Bank Number:** DND PPE 898

### Medical Records

**Description:** This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical care, including those at CF Hospitals. The data may include: comments, medical histories, opinions, and special medical examinations, and tests. Records of military members are accessible by providing: CF Hospital with dates of admission and discharge, full name, Military Occupation Code, date of birth, service number, and date of release. Dependant medical records are accessible by providing: name of serving member, the members service number, the dependant's name and date of birth, the CF hospital where treatment was provided and relationship to the serving member.

**Class of Individuals:** This bank applies to: members of the CF, dependants of serving members, others entitled to CF medical care as well as former members of the CF.

**Purpose:** The records serve as a reference source for medical treatment and career medical/administrative/pension decisions, and as a data source for occupational and population health activities.

**Consistent Uses:** Information held in this bank may be disclosed to a Summary Investigation into the death or injury of an individual where either a Summary Investigation or a Board of Inquiry is required by the Queen's Regulations and Orders for the Canadian Forces, to a Board of Inquiry, the Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. Information in this bank may also be disclosed to health care workers for the purpose of providing medical care, and to

appropriate personnel within Veterans Affairs Canada for the purpose of assessing and administering claims made under the Pension Act. In fulfillment of the necessary occupational and population health functions, information in this bank may be disclosed to responsible members of the Surgeon General Professional Technical network for the purpose of reviewing the health status of or care provided to an individual or specified group. Relevant results of the analysis of the health status of or standard of care provided to groups of individuals may be provided to the individuals involved and / or to responsible DND / CF authorities.

**Retention and Disposal Standards:** One year after a member's release, records are transferred to National Archives of Canada. These records remain under the control of DND for a total of five years whereupon they become the responsibility of NAC.

**RDA Number:** 98/005

**Related PR#:** DND SGB 490

**TBS Registration:** 004316

**Bank Number:** DND PPE 810

### CSE Mentor Program

**Description:** This bank contains personal information voluntarily given by mentors and proteges within the Communication Security Establishment (CSE). It includes name, education, training, goals and personal opinions. It may also include resumes, work and experience histories, reviews and statistics of the mentoring program as well as individual reviews and updates of a mentor or protege.

**Class of Individuals:** Employees of CSE.

**Purpose:** This information is maintained to provide documentation for the planning, administration and operation of the mentor program.

**Consistent Uses:** To register the participation of mentors and proteges. To plan, administer, report on and evaluate the mentor program. To develop and maintain a catalogue of available mentors and what they have to offer.

**Retention and Disposal Standards:** These records will be destroyed six months after an employee has withdrawn from the program.

**RDA Number:** 97/003

**Related PR#:** Not available.

**TBS Registration:** 000439

**Bank Number:** DND PPE 820

### Merit Award Program

**Description:** This bank contains: minutes of meetings, personal data of nominees,

regulations governing the Merit Award Program, rules, and statistics and employee employment records. Records are accessible by providing: date of birth, date of nomination and/or award, full name, Military Occupation Code, and rank.

**Class of Individuals:** This bank applies to: military personnel, and civilian employees of DND.

**Purpose:** The purpose of this bank is to administer DND Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command or Group Merit Award Committees.

**Consistent Uses:** Social insurance number and mailing address are required for: award cheque requisitioning through the Department of Public Works and Government Services, and for income tax purposes by the Canada Custom and Revenue Agency, pursuant to the Income Tax Act.

**Retention and Disposal Standards:** Records are destroyed after three calendar years.

**RDA Number:** 98/005

**Related PR#:** DND ESD 045

**TBS Registration:** 000195

**Bank Number:** DND PPE 826

#### History, Heritage and Honours

**Description:** This bank contains: listings of personnel who have received military honours and awards, and certain limited military ceremonies concerning: buildings, freedom of cities, Governor General, royalty, ships and related activities such as unit commemorative events. Records are accessible by providing: date and event concerned, date of birth, full name, and rank and Military Occupation Code.

**Class of Individuals:** This bank applies to members of the CF and civilian employees of DND.

**Purpose:** The purpose of this bank is to establish and maintain a record of: certain limited Department of DND ceremonial activities, primarily of a military nature, and honours and awards accorded to members of the CF.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are retained for five calendar years and then transferred to National Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** DND DOC 420; DND DOC 445

**TBS Registration:** 000192

**Bank Number:** DND PPE 823

#### Military Personnel - Grievance File

**Description:** This bank constitutes a record of applications for: redress of grievances submitted, and the decisions made in respect of those grievances. Records are accessible by providing: Military Occupation Code, name, rank, service number, and year of grievance.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** The purpose of this bank is to record: applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act, and the decision made in respect of those grievances.

**Consistent Uses:** This information is used in investigation, by the CF, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject.

**Retention and Disposal Standards:** The files are destroyed five years after last administrative action.

**RDA Number:** 98/005

**Related PR#:** DND PCA 630 and DND CSA 520

**TBS Registration:** 000200

**Bank Number:** DND PPE 831

#### Military Police Credential Review Board Data Bank

**Description:** This MPCRFB bank and corresponding files contain personal information on individuals who have been involved in complaints against or by the Military Police or its members. The data bank records progress made in the sequence of events required for the completion of the MPCRFB process. The bank includes the MPCRFB Administrator's notes, an overview of allegations; decisions regarding the suspension of Military Police personnel; investigation and court results; unit recommendations; the MPCRFB decision or recommendation to CFPM as well as any terms and conditions that may apply. The bank cross-references to the appropriate Professional Standards Investigation and Military Police Investigation Case File (Security and Military Police Information System (SAMPIS)) if applicable. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address and service number or civilian (PRI) number.

**Class of Individuals:** The bank applies to Military Police but may include information on others (ie military police investigation reports).

**Purpose:** The purpose of this bank is to document the progress of monitored and suspended cases as well as maintaining a historical database for concluded files.

**Consistent Uses:** The Deputy Provost Marshal Professional Standards reviews the contents monthly to observe progress on monitored and suspended files. It may also be used for research, evaluation and statistical purposes. Collected information is used at Board convenings. Some information is passed to D Mil C 5 for career managing purposes.

**Retention and Disposal Standards:** Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed.

**RDA Number:** 2000/014

**Related PR#:** DND MIS 085 and DND PCA 630

**TBS Registration:** 005371

**Bank Number:** DND PPE 833

#### **Military Police Investigation Case Files**

**Description:** This bank contains personal information pertaining to individuals who have been involved in an incident, investigated by the Military Police (or brought to the attention of the Military Police by another police service). Military Police Investigation Case Files may include such personal information as names, addresses, telephone numbers, dates of birth, citizenship, PRI number, service number, marital status, ethnicity and/or distinct physical markings. Records are accessible by providing: full surname and given names, location and date, Service Number or Personal Records Identifier (not mandatory), and type of incident or offence.

**Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and members of the public involved in an incident on DND establishments (it also applies to persons Subject to the Code of Service Discipline who have been involved in an incident off DND establishments, investigated by a competent investigative authority and where the information has been made known to the Military Police).

**Purpose:** This information is used to assist in the determination of whether a criminal or service offence has been committed and to

provide the results of Military Police investigations to the appropriate departmental (DND) authorities.

**Consistent Uses:** Information contained in Military Police Investigation Case Files may be used to support: other investigations, both by the Military Police and by other legitimate law enforcement agencies in the detection, prevention and suppression of crime generally, disciplinary measures, appeals, civil actions, pensions, criminal injuries compensation, career review, research, security and reliability screening, and statistical purposes and evaluations.

**Retention and Disposal Standards:** All incidents designated as Protected B and generated after 2001 on the Security and Military Police Information System (SAMPIS) are retained indefinitely. In addition, significant incidents designated as Protected B and generated after 1994 are also retained indefinitely. Prior to 1994, hard copy records of files that were held at NDHQ that were classified/designated higher than Protected B and deemed to be of significance were transferred to National Archives after 5 calendar years. Some records may be retained for a longer period: if judged to be of archival value, or if deemed to be of historical value to DND. Files not deemed to be of significance were held outside NDHQ and were destroyed two years after the last administrative or judicial use.

**RDA Number:** 2000/014

**Related PR#:** DND MIS 085

**TBS Registration:** 000203

**Bank Number:** DND PPE 835

#### **Military Postgraduate Student Records**

**Description:** This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: course loading authorization (CLA), request reference course start and end dates, course title, date assigned, date thesis received, FMS/WCN numbers (applicable to US military courses), name and location of institution, program type, Member's: military occupation code and description, name and initials, obligatory service completion date, occupation speciality qualification code, posting date and message rank, service number, target position in establishment Financial: estimated total cost file and CLA numbers, financial planning code (GRC) training source category. Records are accessible by providing: course title and program type, full name, Military

Occupation Code, name and location of the institution where training was received, rank, and service number.

**Class of Individuals:** This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada.

**Purpose:** The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:**

Computer records are retained indefinitely for statistical purposes.

**RDA Number:** 98/005

**Related PR#:** DND RET 370

**TBS Registration:** 003269

**Bank Number:** DND PPE 878

**Minutes of Proceedings of Courts Martial**

**Description:** The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies. Records are accessible by providing: surname and initials, year and place of court martial and, when applicable, the rank of the accused.

**Class of Individuals:** This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act.

**Purpose:** These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:**

Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAG/DMP. Records are never destroyed.

**RDA Number:** to be determined.

**Related PR#:** DND JAG 035

**TBS Registration:** 000199

**Bank Number:** DND PPE 830

**National Defence Fingerprint File**

**Description:** The following information is held for identification: fingerprints; service number (SN); civilian PRI number; surname and given names; signature; sex; date and place of: birth, engagement and fingerprinting; occupation or

trade; colour of hair and eyes; height; weight; complexion; scars, amputations, birthmarks, deformities and tattoos; previous registration by fingerprints as well as dates of all previous employment with the Canadian Forces, RCMP or Public Service. Records are accessible by providing full name, service number (SN)/civilian (PRI) number, date of birth and, as proof of identity, one rolled fingerprint done in black ink, indicating which finger and hand.

**Class of Individuals:** Members of the Canadian Forces: civilian employees of National Defence and Allied Forces personnel serving in Canada.

**Purpose:** This information bank is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace.

**Consistent Uses:** Used for identification purposes only.

**Retention and Disposal Standards:** Records of members of the CF, and civilian employees of DND are retained by the department for five years from date of release, and then destroyed. Records of deceased individuals are destroyed two years from the date of death. Records of Allied Forces personnel are destroyed at termination of their tour of duty in Canada.

**RDA Number:** 98/001

**Related PR#:** DND MIS 085

**TBS Registration:** 000170

**Bank Number:** DND PPE 801

**Non-Public Fund (NPF) Employee Personnel Records**

**Description:** This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment.

**Class of Individuals:** This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency.

**Purpose:** The purpose of this bank is to store employee information related to employment, benefits and pensions.

**Consistent Uses:** Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation).

**Retention and Disposal Standards:** Files are currently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are maintained until death of the pensioner or his survivor and are held for two years after the last administrative action.

**RDA Number:** 98/005

**Related PR#:** DND PSB 385

**TBS Registration:** 005115

**Bank Number:** DND PPE 865

#### **Officer Boards for Academic Enhancement and Specialist Training Plans**

**Description:** This bank contains the annual boards for Post Graduate Training and for: University Training Plan (Officers); Initial Baccalaureate Degree Programme (IBDP); and Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans (MPLANS). Each board may contain: any resulting postings, lists of the officers selected, letters of disposition to each applicant, Post Graduate Training Board lists for those found suitable, alternates and those not selected, proceedings, and findings, and selection criteria. Records are accessible by providing: full name Military Occupation Code, particular plan, rank, service number, and year of application.

**Class of Individuals:** This bank applies to officers of the CF who have made application for the training plans listed.

**Purpose:** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plan.

**Consistent Uses:** Used to select from officers found suitable for training and to assign them to training under a given plan.

**Retention and Disposal Standards:** Records are retained for statistical purposes for three calendar years and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND CSA 520

**TBS Registration:** 002273

**Bank Number:** DND PPE 848

#### **Pay Records File**

**Description:** This bank enables the Central Computation Pay System (CCPS) and the Revised Pay System for the Reserves (RPSR) to determine and record pay entitlements and applicable deductions. The bank contains: acquittance roll payments, third party pay allotments, including documentation concerning compulsory payments, CPP and Employment Insurance (EI) contributions, deductions such as Income Tax, hospital and medical plan premiums and pension contributions and records of their pay and allowances entitlements and attendance for the reserves. Records are accessible by providing: full name and service number.

**Class of Individuals:** This bank applies to members of the CF (Regular and Reserve).

**Purpose:** The purpose of this bank is to: record the individual pay records for members of the CF (Regular and Reserve services), administer the recovery of debts owed to the Crown by designated agents of DND, for statistical research information, gather, plan, implement and evaluate government personnel policies relating to pay and allowances.

**Consistent Uses:** Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to: the Departments of Public Works and Government Services Canada and National Revenue (Taxation), and designated agents of DND (e.g. collection agencies, Department of Justice).

**Retention and Disposal Standards:** The Master Pay Records for the regular force member were microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. Printed copies of records prior to 1976 are not available at this time but provisions will be made to permit viewing of records.

**RDA Number:** 98/005 and 96/024

**Related PR#:** DND FSB 765

**TBS Registration:** 003788

**Bank Number:** DND PPE 858

#### **Pension File**

**Description:** The bank contains: copies of vital statistics of serving CF members and their dependants, pension election forms, pension observations and correspondence concerning



pensions, proof of prior service and payment information, division of pension information and information on deaths of former members and payment information on survivors. Records are accessible by providing: full name, and service number.

**Class of Individuals:** This bank applies to members of the CF and survivors.

**Purpose:** The purpose of this file is to: determine superannuation benefits for members of the CF (Regular) upon release, and gather statistical research information for planning, implementing and evaluating government personnel policies relating to pensions and superannuation.

**Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the: Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, and Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return.

**Retention and Disposal Standards:** Records are retained by Director Accounts Processing, Pay and Pensions until the member is released, at which time they are forwarded to National Archives of Canada

**RDA Number:** 98/005 and 96/024

**Related PR#:** DND FSB 765

**TBS Registration:** 000223

**Bank Number:** DND PPE 859

#### **Performance Evaluation Report File**

**Description:** This bank contains: Performance Evaluation Reports. Records are accessible by providing: date of release if applicable, full name and service number.

**Purpose:** The purpose of this electronic bank is to: maintain a record of performance on the job and determine on a continuing basis the relative merit/suitability of members for: other management administrative decisions, promotion, release, retention, and training.

**Class of Individuals:** This bank applies to: members of the Regular Force and members of the Reserve Force on Class C service.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment.

**Retention and Disposal Standards:** Records are: retained for five years after the individual's release, and then transferred to National Archives of Canada

**RDA Number:** 98/005 and 2000/019

**Related PR#:** DND CSA 520

**TBS Registration:** 000206

**Bank Number:** DND PPE 838

#### **Personnel Files - Training**

**Description:** The files contain: appearance, personal particulars, records of performance during the course, and records regarding personal behaviour. Records are accessible by providing: course attended, full name, Military Occupation Code, rank, school where course was taken, and service number.

**Class of Individuals:** This bank applies to members of the CF.

**Purpose:** The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students.

**Consistent Uses:** Information may be used to substantiate qualifications.

**Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at CF Leadership and Recruit School, Saint-Jean, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada.

**RDA Number:** 98/001

**Related PR#:** DND RET 370

**TBS Registration:** 000210

**Bank Number:** DND PPE 842

#### **Personnel Security Investigation File**

**Description:** This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and security/reliability analyses. Details of CSIS investigations are maintained in a CSIS bank. This bank contains personal information about the individual: his or her immediate family, the

names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. Records are accessible by providing: date of birth, given names, and surname. Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired.

**Class of Individuals:** This bank applies to: Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check.

**Purpose:** The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada. Additionally, for those individuals who were reliability screened, information in support of these assessments is held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band.

**Consistent Uses:** Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes.

**Retention and Disposal Standards:** All security clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the

file. All reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two years and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND PCA 630, DND CSA 520 and DND MIS 085

**TBS Registration:** 004010

**Bank Number:** DND PPE 834

### **Personnel Selection Officer (PSO) Training Files**

**Description:** This bank contains academic qualifications, biographical data, letters of appreciation, posting and promotion messages, records of special employment or experience and reports on: courses, in- and out-service speciality training, on-job-training, post-graduate courses, professional development courses. Records are accessible by providing: name, rank, and service number.

**Class of Individuals:** This bank applies to Personnel Selection Officers of the Regular and Reserve Forces.

**Purpose:** The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors.

**Consistent Uses:** There are no other consistent uses.

### **Retention and Disposal Standards:**

Information is retained until the individual reaches compulsory retirement age or the rank of Colonel at which time the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** DND CSA 520

**TBS Registration:** 003268

**Bank Number:** DND PPE 877

### **Provision of Legal Aid to Members of the Canadian Forces**

**Description:** The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. Records are accessible by providing: full name, location of the interview, and service number.

**Class of Individuals:** This bank applies to:

members of the CF, members of other armed forces attached or seconded to the CF, dependants of CF members serving outside Canada, and members of the civilian component of the CF and their dependants serving outside Canada.

**Purpose:** The purpose of this bank is to document the provision of personal legal advice by legal officers of the CF to individuals identified in the application block.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** The files are destroyed after two years.

**RDA Number:** to be determined.

**Related PR#:** DND JAG 015

**TBS Registration:** 000221

**Bank Number:** DND PPE 857

### Provision of Legal Counsel at Public Expense

**Description:** This bank contains information concerning applications by military personnel and civilian employees of DND who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Indemnification of and Legal Assistance to Crown Servants. Records are accessible by providing: full name; SN/PRI, and DOB.

**Class of Individuals:** This bank applies to: CF members, and civilian employees of DND.

**Purpose:** The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are retained for six calendar years from when the file is closed. Files are then transferred to National Archives of Canada.

**RDA Number:** to be determined.

**Related PR#:** DND JAG 015

**TBS Registration:** 003982

**Bank Number:** DND PPE 897

### Public Key Infrastructure (PKI) Service Request Forms

**Description:** This bank contains: surname, given names and initials, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI) (civilian) / building pass number (contractor/casuals) including expiry date, organization, building / location, office telephone, fax number, SMTP Address, security clearance including expiry date and supervisor's

name, signature and telephone number. The bank also contains the type and number of the identification provided to receive the service requested (one or two of: department ID, driver's licence, birth certificate, passport, citizenship card, provincial health card). The information is collected by means of a Service Request Form. Records are accessible by providing SN/PRI and full name. Records are accessible by providing: full name, service number or PRI number and place of employment.

**Class of Individuals:** CF members, civilian employees of National Defence as well as contractors and casual employees requiring PKI services.

**Purpose:** The purpose of this bank is to maintain information relating to the PKI services such as issuance, recovery, revocation, deactivation, reactivation, name change, etc. The information is used to provide auditable proof of identity of all PKI users requesting and receiving PKI services.

**Consistent Uses:** Forms will only be used for the auditing of adherence to system procedures or for the resolution of disputes or legal issues with respect to activities conducted with the PKI.

**Retention and Disposal Standards:** All records are securely stored in a central repository in Ottawa, and are retained for two years after the individual is released from the Department and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND PCA 630

**TBS Registration:** 005368

**Bank Number:** DND PPE 813

### Requests from and Disclosures to Investigative Bodies

**Description:** This bank maintains a record of all: requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act, and replies to such requests and information related to their processing. Records are accessible by providing: service number or PRI number, classification or Military Occupation Code, full name and rank.

**Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND.

**Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner.

**Consistent Uses:** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally.

**Retention and Disposal Standards:**

Information is destroyed two years after date of last correspondence.

**RDA Number:** 98/005

**Related PR#:** DND PCA 610

**TBS Registration:** 000218

**Bank Number:** DND PPE 854

**Sea, Army and Air Cadet Personnel Files**

**Description:** This bank contains: form CF 1158 - Application for Membership in the Canadian Cadet Organizations, form CF 51 - Application and Approval - Cadet Activities (Employment - Course - Exchange), form CF 910 - CF Statement of Medical Fitness Cadet Applicant, (discontinued - content included in form CF 1158) form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). The above forms are contained in and records are kept on CF 1398 - Certificate of Service - for Royal Canadian Sea Cadets; DND 1888 - Record of Service - for Royal Canadian Army Cadets; and CF 1322 - Record of Service and DND 1964 - Cadet Information Sheet - for Royal Canadian Air Cadets. Records are accessible by providing: full name, date of birth, service number, and number, title and location of Corps or Squadron.

**Class of Individuals:** This bank applies to the members of the Sea, Army and Air Cadets.

**Purpose:** The purpose of this bank is to: maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in Queen's Regulations and Orders for the Canadian Cadet Organizations (QR (Cadets)), from the application date until the cadet leaves the Organization.

**Consistent Uses:** The personnel file is used for the cadet's progression within the organization. Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act, when a cadet is employed as a staff cadet.

**Retention and Disposal Standards:** The original Cadet Personnel File is provided to the cadet upon release from the Cadet

organization. A complete Record of Service is photocopied and is retained by the cadet unit for a minimum of 5 years and then may be destroyed.

**RDA Number:** 98/005

**Related PR#:** DND RCS 340

**TBS Registration:** 000207

**Bank Number:** DND PPE 839

**Selection Boards for the In-Service Commissioning Plans**

**Description:** This bank contains the selection boards for the following officer production as administered by Director General Military Careers (DGMC): Commissioning From the Ranks Plan (CFRP) and the Special Requirements Commissioning Plan (SRCP) starting in 1986. The following plans are administered by Canadian Forces Recruiting Group Headquarters; Officer Candidate Training Plan Military (OCTPM); Special Commissioning Plan (SCP) and University Training Plan Non-Commissioned Members (UTPNM). Each contains copies of the Board's proceedings, findings and notifications to candidates for the preceding year. Records are accessible by providing: full name, service number, rank, Military Occupation Code (at the time), specific plan and year of application, nomination or selection, and year of request.

**Class of Individuals:** This bank applies to Non-Commissioned Members of the CF who: have applied for UTPNM, SCP or OCTPM; have been nominated for CFRP, or have been selected for SRCP.

**Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Board reports are retained for 20 years for statistical purposes, and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DND CSA 520

**TBS Registration:** 002272

**Bank Number:** DND PPE 847

**Selection Board and Supplementary Selection Board Results**

**Description:** There are three sources of information in this bank: Selection Board Reports, Selection Listings for Promotion and Terms of Service (TOS), and Supplementary Selection Board Results. Selection Board Report: includes information in the form of:

findings and recommendations, and scoring criteria for promotion and terms of service. Selection Listing for promotion and TOS includes information on each eligible individual: TOS Selection List includes: Service number, surname and initials, UIC URS, element TOS score/standing, MOC. Promotion Selection List includes: promotion position, rank, service number, surname, and initials, MOC, Second Official Language Profile and UIC. Supplementary Selection Board: includes: comparison scoring between randomly selected files, information in the form of scoring criteria duplicated from the applicable original Selection Board, and that of member(s) eligible for Supplementary Board review. Information on the President and Members of a given Selection Board such as: approving authority signature, date the Personnel Board Report was prepared and signed by convening members, service numbers, surnames, and initials. Annexes to this source include personal information regarding: selection list reduction report if applicable, non-promotability, non-suitability for terms of service, and Personnel Evaluation Report discrepancies. Findings are in the form of promotability, and suitability for terms of service. Records are accessible by providing name, initials, and rank, MOC, SN, and year of board.

**Class of Individuals:** This bank applies to members of the CF (Regular Forces Personnel).

**Purpose:** The purpose of this bank is to: record Selection Listings, and information contained within the Personnel Board Report resulting from the deliberations of a convened Selection Board. The Selection Boards are convened to establish a Promotion Listing and a Terms of Service Listing. Supplementary Boards are ordered to ascertain promotability and suitability for Terms of Service in specific cases. Information resulting from the convened Selection Boards/Supplementary Boards is used for: attendance on courses, and to determine suitability for employment, conversion of terms of service, and promotion selection.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Records are retained for a period of 10 years. These and future records will be retained for a period of 10 years in microfiche, hard copy, or electronic format for statistical and promotional purposes and will then be destroyed.

**RDA Number:** 98/001

**Related PR#:** DND CSA 530

**TBS Registration:** 004049

**Bank Number:** DND PPE 899

### **Service Prison and Detention Barrack Records**

**Description:** This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern: admission, discharge, discipline, maintenance of personal property, and sentence remission. Records are accessible by providing: dates of incarceration, detention identification number, name, place, and service number.

**Class of Individuals:** This bank applies to individuals who are or have been incarcerated in military service prisons and detention barracks.

**Purpose:** The purpose of this bank is to: assist in the calculation of, the decision-making process respecting, the number of days remission earned by an inmate, control the administrative and legal documents respecting an individual's incarceration, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, and record any disciplinary measures taken.

**Consistent Uses:** There are no other consistent uses.

### **Retention and Disposal Standards:**

Documents in this information bank are destroyed two years following their last administrative use.

**RDA Number:** 98/001

**Related PR#:** DND PCA 630

**TBS Registration:** 001765

**Bank Number:** DND PPE 863

### **Social Work Services**

**Description:** This bank records professional social work information on clients seen by social work officers. Records are accessible by providing: interviewer (if possible), member's full name, Military Occupation Code, place and date of interview(s), rank, and service number.

**Class of Individuals:** This bank applies to members of the CF and members of their immediate families.

**Purpose:** The purpose of this bank is to assist the social work officer in professional treatment and case management.

**Consistent Uses:** Within the parameters of CF Medical Order 8-02, information concerning

members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer.

**Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed.

**RDA Number:** 98/005

**Related PR#:** DND PSB 405

**TBS Registration:** 000181

**Bank Number:** DND PPE 812

#### **Squadron Personnel File - Officer Cadets**

**Description:** The Squadron Personnel File contains: reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; and administrative and disciplinary decisions. Ex students of the Royal Military College, files are accessible by providing the: full name, service number and/or college number, and year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Student Files are accessible upon proper identification while the student is in attendance.

**Class of Individuals:** This bank applies to officer cadets attending the Royal Military College.

**Purpose:** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis.

**Consistent Uses:** No other consistent uses.

**Retention and Disposal Standards:** After graduation, records are maintained at the college for five years and then destroyed.

**RDA Number:** to be determined.

**Related PR#:** DND RET 370

**TBS Registration:** 000213

**Bank Number:** DND PPE 845

#### **Suggestion Award Program**

**Description:** This bank contains: documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data, regulations governing the

Suggestion Award Program, and rules.

Records are accessible by providing: date of suggestion and/or award, file number or subject of suggestion, full name, and originating Command or Base Suggestion Award Committee.

**Class of Individuals:** This bank applies to: members of the CF, and civilian employees of DND.

**Purpose:** The purpose and use of this bank is to administer DND Suggestion Award Program.

**Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Public Works and Government Services Canada, and for income tax purposes by the Canada Customs and Revenue Agency, pursuant to the Income Tax Act.

**Retention and Disposal Standards:**

Suggestion that are accepted which results in awards under \$1000 are destroyed after three calendar years. Suggestions that are accepted which results in awards \$1000 or over are destroyed after five calendar years.

Suggestions that have been declined for adoption will be protected for a twelve-month period and will be destroyed after three calendar years.

**RDA Number:** 98/001

**Related PR#:** DND ESD 045

**TBS Registration:** 000194

**Bank Number:** DND PPE 825

#### **Unit Military Personnel Bank**

**Description:** This bank contains: birth certificates, course reports, conduct sheets, divorce orders (nisi and absolute), proof of change of name, citizenship, dependants birth certificates, dependants' language of instruction preference, change of medical category form CF2088, civil convictions (except those for which pardons have been granted), consent to serve forms, enrolment documents, general employment information, marriage certificates, Physical Fitness Evaluation Envelopes, separation agreements, Statements of Ordinary Residence, document regarding security, previous service, request for compassionate posting, requests for special consideration, results of court martial, screening for overseas duty, statement of understanding, uniform selection, educational certificates/reports of academic achievements, personnel selection officer reports, messages posting/temporary duty course reports, letter of commendation and award, promotion, re-engagement, administrative review decisions and

recommendations. It may contain: documentation concerning compulsory payments, Personnel Evaluation and Reports on Reservists. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Records are accessible by providing: full name, rank, service number, and Unit.

**Class of Individuals:** This bank applies to: serving members of the CF; and serving members of the Reserve Force.

**Purpose:** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units.

**Consistent Uses:** Pursuant to the Canada Elections Act, lists of CF electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit.

**Retention and Disposal Standards:** Once a member is released from the Regular Force, this bank is amalgamated in electronic format into the "CF Member Personal Information Files" (Info Bank DND PPE 818). Records are transferred to National Archives of Canada for members of the CF - Regular Force five years after release and for the CF- Reserve Force three years after release. Records are then placed in data bank NA PPE 716.

**RDA Number:** 98/005 and 2000/019

**Related PR#:** DND CSA 520

**TBS Registration:** 000204

**Bank Number:** DND PPE 836

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Conflict of Interest and Post-Employment Code  
 Discipline  
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 Grievances  
 Harassment  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability Screening/Security Clearance)  
 Recognition Policy  
 Staffing  
 Training and Development  
 Vehicle, Ship, Boat and Aircraft Accidents  
 Values and Ethics Code for the Public Service  
 Workplace Day Care

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## National Energy Board

### Chapter 96

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

## Standard Personal Information Banks

Please see the INTRODUCTION to this

publication for the definition of Standard Banks and a description of their contents.

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 Conflict of Interest and Post-Employment Code  
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 Employee Assistance  
 Employee Personnel Record

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 Grievances  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits

Performance Reviews and Employee Appraisals  
 Personnel Security Screening (Reliability Screening/Security Clearance)  
 Recognition Policy  
 Staffing  
 Training and Development  
 Travel and Relocation

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## National Farm Products Council

### Chapter 97

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Conflict of Interest and Post-Employment Code

Discipline

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

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## National Film Board of Canada

### Chapter 98

### Particular Personal Information Banks

#### Employees of the National Film Board of Canada

**Description:** This particular bank of information contained files with medical histories, special medical examinations, tests, clinical opinions and reports on employees. It could also contain notes from doctors and nurses and tests results that were done in the workplace or outside the National Film Board. It could also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor.

**Class of Individuals:** Current or former National Film Board employees.

**Purpose:** To permit a medical follow-up to the

employee and in matters of work related accidents.

**Consistent Uses:** The medical files were kept for the purposes of the employee Health Unit and were on no account used to determine employability. The information it contained was never transmitted to any other organization or employer.

**Retention and Disposal Standards:** The employee's medical files were kept by the NFB Archives Section since the closing of the Health Unit in 1998. These files were destroyed in 2004.

**TBS Registration:** 004256

**Bank Number:** NFB PPE 005



## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Occupational Safety and Health

Personnel Security Screening (Reliability Screening/Security Clearance)

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## National Gallery of Canada

Chapter 99

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Discipline

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Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

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## National Parole Board

Chapter 100

### Particular Personal Information Banks

#### Employee reliability checks

**Description:** This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals.

**Class of Individuals:** Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract.

**Purpose:** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably.

**Consistent Uses:** The information is used to support decisions on transfers, promotions, discipline and termination of employment.

**Retention and Disposal Standards:** The information in this bank is destroyed two years after it was last used for an administrative purpose.

**RDA Number:** 98/001

**Related PR#:** NPB NPB 005

**TBS Registration:** 002100

**Bank Number:** NPB PPE 801

#### Harassment

**Description:** This bank contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records

include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents, records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Records. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank.

**Class of Individuals:** Employees of the National Parole Board and other persons working for the public service.

**Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation.

**Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the complainant. Generic information about non-identifiable individuals

may be used to analyze trends and share information with persons working in the prevention and resolution of harassment.

**Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case.

**RDA Number:** 98/005

**Related PR#:** NPB NPB 005

**TBS Registration:** 005252

**Bank Number:** NPB PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Training and Development

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## National Research Council Canada

Chapter 101

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their

official duties.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on

transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC EXE 010

**TBS Registration:** 000959

**Bank Number:** NRC PPE 801

#### Equipment Loan

**Description:** This bank contains information on loans of material.

**Class of Individuals:** Researchers, contractors, staff.

**Purpose:** The bank provides a record of the loans made to researchers, contractors and staff.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for one year after the return or disposal of equipment, after which the records are destroyed.

**RDA Number:** 99/003

**Related PR#:** NRC SPR 909

**TBS Registration:** 005318

**Bank Number:** NRC PPE 806.

#### Scientific Integrity – Investigations

**Description:** This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee.

**Class of Individuals:** Employees of the National Research Council.

**Purpose:** The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings.

**Consistent Uses:** To support decisions on disciplinary actions which may arise as a result of an investigation.

**Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC EXE 010

**TBS Registration:** 003699

**Bank Number:** NRC PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

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Staffing

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Vehicle, Ship, Boat and Aircraft Accidents

# National Round Table on the Environment and the Economy

## Chapter 102

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Performance Reviews and Employee Appraisals

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Staffing

Training and Development

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## Natural Resources Canada

### Chapter 103

### Particular Personal Information Banks

#### Assignments Program – (CLOSED)

**Description:** This bank relates to personal information on applicants to the Program, on types of assignments offered, and on performance of assignees.

**Class of Individuals:** Public Service employees who have registered in the Program.

**Purpose:** The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program.

**Consistent Uses:** No consistent use of this information is intended.

**Retention and Disposal Standards:** Files are destroyed three years after the end of the assignment.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003309

**Bank Number:** NRCan PPE 811

#### CANMET Management Information System (CLOSED)

**Description:** Name, PRI, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees.

**Class of Individuals:** Employees of the Mineral and Metals Sector.

**Purpose:** To record assets such as computers and equipment in the custody of employees.

**Consistent Uses:** To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords.

#### **Retention and Disposal Standards:**

Information is retained for two years following the last administrative use then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan DEX 007

**TBS Registration:** 003370

**Bank Number:** NRCan PPE 807

### **Crown-owned Living Accommodation**

**Description:** Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status and number of children. Also contains the amount of rental and the dates of occupancy.

**Class of Individuals:** Departmental employees.

**Purpose:** Information is used to administer accommodation requirements and the collection of rental deductions.

**Consistent Uses:** Linked to Department of Public Works PWC PPU 020.

**Retention and Disposal Standards:**

Individual files are retained for two years after the occupants vacate the premises, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 730

**TBS Registration:** 000408

**Bank Number:** NRCan PPE 802

### **Departmental Computer-Assisted Facilities Management System (Closed)**

**Description:** Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number.

**Class of Individuals:** Departmental employees.

**Purpose:** Information is used to manage accommodation and forecast space usage by category of employee. All necessary employee information is retrieved from the Human Resources Management System (PeopleSoft).

**Consistent Uses:** No consistent use of this information is intended.

**Retention and Disposal Standards:** The information will be held for two years after the last administrative action, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003332

**Bank Number:** NRCan PPE 813

### **Departmental Credit Card Holder Master File**

**Description:** This information bank relates to the departmental financial system containing information about departmental employees who are custodians of a government acquisition card eg. Mastercard, Visa, etc. The information gathered by employee is credit card account number, card holder's name and their PRI Number. This data bank is then used by cardholders to record and reconcile purchases they've made for the department using their acquisition card. As a safeguard, the PRI is

used as the employee's account number in lieu of the credit card number for data input and access. The PRI number is not displayed, printed or distributed for any other use.

**Class of Individuals:** Authorized employees of the department.

**Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

**Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and Internal inquiries and preparation of expenditure reports. In the event of fraud, some information may be requested and released to investigating authorities.

**Retention and Disposal Standards:** Records are retained for a period of 6 full fiscal years, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003657

**Bank Number:** NRCan PPE 817

### **Departmental Human Resource Management System**

**Description:** This data base contains the following information: sector, branch, name, sex, first official language, date of birth, classification, salary and employment location. It is an automated human resources management system, known internally as PeopleSoft, that contains information on the management of positions and classification decisions, the administration of the workforce including the tracking of assignments, priority management, training, conflict of interest, exclusion and designation, awards and recognition, official languages, employment equity, compensation and leave. Access to the system is strictly controlled and password protected through a user log on validation process. Access is only given to those persons on a need to know basis and only for the performance of their duties.

**Class of Individuals:** All employees of Natural Resources Canada and others under programs supported by the department (i.e. Emeritus, Visiting Fellowship, Youth intership).

**Purpose:** Management of human resources within Natural Resources Canada as described above under description.

**Consistent Uses:** This information may be used to compile aggregate data for compliance to hiring and employment standards such as the

Employment Equity Act; to create contact sheets for business continuity strategies; budget and cost forecasting; and attrition planning.

**Retention and Disposal Standards:** The data is maintained and updated on an ongoing basis. A backup of the data is made daily and a monthly basis. Backup information is stored for one year then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 765

**TBS Registration:** 003647

**Bank Number:** NRCan PPE 815

#### **Directory of People and Services.**

**Description:** This bank relates to information about the organization and employees of the Department. It includes the employee's name, PRI number, office location, telephone number, organization and the services provided by the employee.

**Class of Individuals:** Departmental employees.

**Purpose:** The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The PRI will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems.

**Consistent Uses:** Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures.

#### **Retention and Disposal Standards:**

Information will be held for two years following the last administrative use, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 770

**TBS Registration:** 003344

**Bank Number:** NRCan PPE 806

#### **Employee Medical Referrals**

**Description:** This bank relates to information about notices of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations.

**Class of Individuals:** The information relates to current and former departmental employees for whom a medical assessment was required.

**Purpose:** The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work.

**Consistent Uses:** The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks.

**Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative use, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 765

**TBS Registration:** 003308

**Bank Number:** NRCan PPE 810

#### **Garnishment of Salaries and Other Remuneration**

**Description:** This bank relates to information about the garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence.

**Class of Individuals:** Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken.

**Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department.

**Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within NRCan, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office.

**Retention and Disposal Standards:** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 765

**TBS Registration:** 002313

**Bank Number:** NRCan PPE 803

#### **Passports and Visas**

**Description:** This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information

including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department.

**Class of Individuals:** Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas.

**Purpose:** The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department.

**Consistent Uses:** Information may be disclosed to the DFAIT and to Canadian Embassies abroad for the organization of delegations to foreign countries.

**Retention and Disposal Standards:** Records are retained for five years until the passport has expired and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 790

**TBS Registration:** 003670

**Bank Number:** NRCan PPE 816

#### Salary Forecast Module

**Description:** This bank relates to information about salaries and person-year information classified by individual. It also includes period of work, position number, group level and employee status. The PRI is used for administrative purposes.

**Class of Individuals:** The information relates to employees of the Department.

**Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information.

**Consistent Uses:** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources.

**Retention and Disposal Standards:** Records are retained for a period of six fiscal years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CSS 720

**TBS Registration:** 003119

**Bank Number:** NRCan PPE 805

#### Workforce Adjustment – (CLOSED)

**Description:** This bank relates to personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors.

**Class of Individuals:** Current and former

departmental employees who have been entitled to a staffing priority.

**Purpose:** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority.

**Consistent Uses:** No consistent uses of the information is intended.

**Retention and Disposal Standards:** Records are retained for two years after the employee has been placed, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRCan CSS 765

**TBS Registration:** 003310

**Bank Number:** NRCan PPE 812

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

# Natural Sciences and Engineering Research Council of Canada

## Chapter 104

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 1985/001

**Related PR#:** SER PRN 921

**TBS Registration:** 001628

**Bank Number:** SER PPE 801

#### Employee Performance Appraisals

**Description:** This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests.

**Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments.

**Consistent Uses:** Performance appraisals are also used in human resources planning

activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equitability of the ratings across different directorates and branches within NSERC.

**Retention and Disposal Standards:** Files are retained on file for five years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** SER PRN 921

**TBS Registration:** 002582

**Bank Number:** SER PPE 802

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents



## North Fraser Port Authority

Chapter 105

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee

Appraisals

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## Northern Pipeline Agency Canada

Chapter 106

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Pay and Benefits

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## Northwest Territories Water Board

Chapter 107

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

**Note:** Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

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## Nunavut Surface Rights Tribunal

Chapter 108

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication.

## Nunavut Water Board

Chapter 109

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

Values and Ethics Code for the Public Service

Workplace Day Care

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## Office of the Auditor General of Canada

Chapter 110

### Particular Personal Information Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Office employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 85/001

**Related PR#:** OAG PRN 940

**TBS Registration:** 001605

**Bank Number:** OAG PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employment Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

## Office of the Chief Electoral Officer

### Chapter 111

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## Office of the Commissioner of Official Languages

### Chapter 112

#### Particular Personal Information Banks

##### Garnishment

**Description:** This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office.

**Class of Individuals:** Employees of the Office against whom garnishment or diversion proceedings have been taken.

**Purpose:** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act.

**Consistent Uses:** The bank is also used to approve deductions from salary.

**Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period.

**RDA Number:** 98/005

**Related PR#:** COL 0486-3

**TBS Registration:** 002849

**Bank Number:** COL PPE 803

##### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances.

**Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown.

**Retention and Disposal Standards:** Records are destroyed two years after expiry of fiscal year, for general pay and deduction

documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are destroyed two years after the overpayment is settled or the debt collected.

**RDA Number:** 98/005

**Related PR#:** COL 0468-1

**TBS Registration:** 002850

**Bank Number:** COL PPE 804

### Superannuation

**Description:** This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary.

**Class of Individuals:** Active and former employees who were contributors to the Superannuation.

**Purpose:** To have access, in one location, to all pertinent data concerning pension.

**Consistent Uses:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors.

**Retention and Disposal Standards:** Records are destroyed two years after all actions are completed.

**RDA Number:** 98/005

**Related PR#:** COL 0486-1

**TBS Registration:** 002848

**Bank Number:** COL PPE 802

### Surplus Employee

**Description:** This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.).

Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment.

**Class of Individuals:** Employees declared surplus.

**Purpose:** This bank provides documentation to Human Resources Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service.

**Consistent Uses:** To have an updated file on the employee and the actions taken to obtain a new position.

**Retention and Disposal Standards:** The records are destroyed two years after the

employee leaves.

**RDA Number:** 98/005

**Related PR#:** COL 0420-1

**TBS Registration:** 002847

**Bank Number:** COL PPE 801

### Training and Development

**Description:** This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 98/005

**Related PR#:** COL 0488-1

**TBS Registration:** 001265

**Bank Number:** COL PPE 805

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee  
Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)

Staffing

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## **Office of the Correctional Investigator**

### Chapter 113

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

**Note:** Information on the employees of Office of the Correctional Investigator is held by the Department of the Solicitor General.

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## **Office of the Inspector General of the Canadian Security Intelligence Service**

### Chapter 114

**Note:** Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of Public Security and Emergency Preparedness Canada.

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## **Office of the Ombudsman, National Defence and Canadian Forces**

### Chapter 115

**Note:** Information on the employees of the Office of the Ombudsman, National Defence and Canadian Forces is held by the Department of National Defence.

# Office of the Superintendent of Financial Institutions Canada

## Chapter 116

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

## Pacific Pilotage Authority Canada

### Chapter 117

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Employee Personnel Record

**Description:** This bank provides a record of an individual's employment with the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non- government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance,

including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination.

**Class of Individuals:** This bank relates to employees of the Authority.

**Purpose:** This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer.

**Consistent Uses:** Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

**Retention and Disposal Standards:** Records of current employees are kept permanently by the Authority. Records concerning retired and

non current employees are retained for ten years.

**RDA Number:** 85/001

**TBS Registration:** 004141

**Bank Number:** PPA PPE 802

### Register of Employee Pilots

**Description:** This bank relate to marine pilots employed by the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning licenses, personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment,

including certificates and reasons for termination.

**Class of Individuals:** This bank relates to marine pilots employed by the Authority.

**Purpose:** This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. This information is obtained as required under the pilotage act.

**Consistent Uses:** Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

**Retention and Disposal Standards:** Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years.

**RDA Number:** 85/001

**TBS Registration:** 004142

**Bank Number:** PPA PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Pay and Benefits

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## Parks Canada Agency

Chapter 118

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards (this information is held by the Department of Canadian Heritage)

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance) (this information is held by the Department of Canadian Heritage)

Recognition Policy  
Staffing

Training and Development  
Vehicle, Ship, Boat and Aircraft Accidents

## Patented Medicine Prices Review Board

### Chapter 119

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
Conflict of Interest and Post-Employment Code  
Discipline  
Employee Assistance  
Employee Personnel Record  
Employment Equity Program  
Grievances

Harassment  
Identification and Building-Pass Cards  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Personnel Security Screening (Reliability Screening/Security Clearance)  
Recognition Policy  
Staffing  
Training and Development  
Travel and Relocation  
Vehicle, Ship, Boat and Aircraft Accidents

## Pension Appeals Board

### Chapter 120

**Note:** Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Social Development Canada, 9th Floor, Capital Square Building, Ottawa, Ontario K1P 5V9.

## Port Alberni Port Authority

### Chapter 121

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code  
Pay and Benefits



## Prince Rupert Port Authority

### Chapter 122

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Conduct

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Review and Employee Appraisals

Staffing

Travel and Relocation

## Privy Council Office

### Chapter 123

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### Security Clearances and Assessments Bank

**Description:** This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards.

**Purpose:** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment.

#### **Retention and Disposition Schedules:**

Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance.

**RDA Number:** 98/001

**TBS Registration:** 002546

**Bank Number:** PCO PPE 801

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

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Grievances	Recognition Policy
Occupational Safety and Health	Staffing
Official Languages	Training and Development
Parking	Travel and Relocation
Pay and Benefits	Vehicle, Ship, Boat and Aircraft Accidents
Performance Reviews and Employee Appraisals	

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## Public Safety and Emergency Preparedness Canada

### Chapter 124

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

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## Public Service Commission of Canada

### Chapter 125

#### Central Personal Information Banks

##### Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

##### Accelerated Executive Development Program (AEXDP): Inventory of Applicants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

##### Accelerated Executive Development Program (AEXDP): Inventory of Participants

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

#### Analytical Environment (formerly EDP Statistical Systems)

**Description:** This bank regroups computer systems which are maintained by the PSC and which may contain basic personal information such as social insurance numbers (historical records only), personal record identifiers (PRI), the client service number (CSN), a PSC generated identifier, work history, employment status, language proficiency, reasons for separation, education level, major field of study, personal perspectives on how Public Service values drive particular staffing actions and specific information related to a competition process. The analytical environment includes information obtained from the Public Service Human Resources Management Agency of Canada (PSHRMAC) incumbent, mobility and employment equity data systems, information extracted from the PSC's Program of Special

Surveys, as well as appointments or statistics received from other departments for the period prior to April 1999 and subsequently estimates of departmental staffing activity are created from the PSHRMAC incumbent and mobility files. Specific Census data and Health and Activity Limitation Survey data from Statistics Canada are also included in the analytical environment.

**Class of Individuals:** All individuals who have been appointed to positions in the Public Service or who have left the Public Service.

**Purpose:** This analytical environment was created to record information on appointments in the Public Service (prior to April 1999), separations, and the distribution of public servants by department and by location, and to provide information on the health of the staffing system of the Public Service. From 1999 to 2003, staffing activities are estimated based on the Treasury Board incumbent and mobility data systems. As of 2003, staffing activities are estimated based on the Job-Based Analytical Information System (JAIS). The analytical environment is updated on a regular basis.

**Consistent Uses:** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of the staffing system, the production of the PSC's Annual Report, PSC research and for other reports to PSHRMAC'S on the utilization of human resources and on the status of programs. This information is used for the planning and management of investigations, for auditing, and for studies on staffing practices. This information will not form, in any case, the basis for decision making for administrative decisions regarding individuals. This information is also used in order to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from PSHRMAC's incumbent and mobility systems is used to provide some additional tombstone information for PSC employee inventories. Information from the incumbent/mobility systems of PSHRMAC is also used to update the Job-Based Analytical Information System. For statistical purposes, information is also linked with data of the target groups of the Employment Equity System of PSHRMAC (SCT PCE 706). The information from the Census and Health and Activity Limitation Survey is used to update the employment equity data. No disclosure of personal information is made by this linkage that would permit the identification of the person

with whom the information is associated.

**Retention and Disposal Standards:**

Appointment Information Management System:

The computerized data is kept in an optical archive for an indefinite period. Separations: The computerized information is retained until it has been superseded and then it is deleted, except for year-end information which is kept in an optical archive indefinitely. Workforce Adjustment Reporting System: Records are retained indefinitely in an optical archive.

Quarterly Statistical File (subsumed into the analytical environment 1995-96): Information on individuals is retained indefinitely in an optical archive. Student Employment Program:

Records are retained for five (5) years, and then kept in an optical archive indefinitely. Job-Based Analytical Information System:

Information on individuals is kept for a period of 20 years after it is collected and then is retained in an optical archive indefinitely.

**RDA Number:** 85-016,94-00,90-012,92-016

**Related PR#:** PSC SPB 032 and PSC SPR 180

**TBS Registration:** 002299

**Bank Number:** PSC PCE 707

**Appeal Hearings**

**Description:** This bank may contain an appeal document including basic personal data, an eligibility list, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Recourse Branch file reference number given on the Appeal Board decision report submitted to the appellant.

**Class of Individuals:** Public servants having filed an appeal or persons involved in the appeal.

**Purpose:** This bank exists by reason of section 21 of the Public Service Employment Act and sections 19 to 28 of the Public Service Employment Regulations to record and provide information on appeals.

**Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson.

**Retention and Disposal Standards:**

Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and then destroyed. For files referred to the

Federal Court of Canada under section 18 of the Federal Court Act, the decisions are retained for five (5) years then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 005

**TBS Registration:** 001445

**Bank Number:** PSC PCE 708

**Applicant Inventories and Referrals**

**Description:** This bank may contain applications/curricula vitae, test results, and screening and referral information resulting from competitions/announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and reference numbers in cases of competitions.

**Class of Individuals:** Public servants and non-public servants who have applied for a position in the Public Service through an open competition process.

**Purpose:** This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment with the Public Service of Canada in occupational groups other than the Executive Group.

**Consistent Uses:** This bank is used to identify applicants suitable for referral and appointment to positions in the Public Service. For certain competitions, curricula vitae may be sent to and retained by the department holding the competition. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation.

**Retention and Disposal Standards:** Records are maintained for two (2) years after being removed from the inventories, or after referral, or after completion of a solicited competition process, and then destroyed. Computerized information is retained for five (5) years.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030

**TBS Registration:** 001451

**Bank Number:** PSC PCE 709

**Assessment Centre for Executive Appointment (AC for EXA)**

**Description:** This bank may contain memoranda and letters; biographical information and assessment results.

**Class of Individuals:** Persons who have been

assessed by the Assessment Centre for Executive Appointment (AC for EXA).

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of applicants for executive positions or departmental development programs.

**Consistent Uses:** This bank is used to record and provide all information relating to the assessment of applicants for executive positions or departmental development programs so that meritorious selections may be made. It is also used to provide assessment information to individuals requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre for research and development purposes.

**Retention and Disposal Standards:** Hard copy files are kept for five (5) years and then destroyed. Computer related files are retained indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065 and SPB 034

**TBS Registration:** 004463

**Bank Number:** PSC PCE 711

**Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants**

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

**Assistant Deputy Minister (ADM) Prequalification Inventory of Participants**

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

**Career Assignment Program (CAP): Inventory of Candidates and Participants**

(This program has been transferred to Public Service Human Resources Management Agency.)

**Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)**

**Description:** This bank may contain basic personal information, curricula vitae, general career information and plans, appraisal information and reference checks.

**Class of Individuals:** Employment equity designated group members at the EX equivalent, the EX minus one and minus two

levels which includes women, visible minorities, Aboriginal peoples, persons with disabilities, who have received career consultation and development services.

**Purpose:** This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans.

**Consistent Uses:** The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments in other departments

**Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065

**TBS Registration:** 001466

**Bank Number:** PSC PCE 721

### Course Registration and Information

(This program has been transferred to the Canada School of Public Service.)

### Deployment Recourse

**Description:** This bank contains a complaint document including basic personal data, evidence gathered during the investigation, letters and memoranda, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet.

**Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of section 34.4 of the Public Service Employment Act.

**Purpose:** This bank exists in accordance with section 34.4 of the Public Service Employment Act and section 29 of the Public Service Regulations to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment.

**Consistent Uses:** This bank is also used to provide information for PSC reports to Parliament.

**Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 005

**TBS Registration:** 003270

**Bank Number:** PSC PCE 736

### Executive Counseling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)

**Description:** This bank may contain biographical information, service-related notes and assessment results.

**Class of Individuals:** Public Servants in the Executive category, in EX equivalent positions and EX minus 1 level positions who have requested services, as well as public servants who have accessed Career Transition Counseling Services.

**Purpose:** This bank exists to provide public servants who access Executive Counseling Services with information to enhance their self-understanding and to provide an opportunity to receive confidential counseling.

**Consistent Uses:** This information is used to provide advice to the client and, with the client's written request, information on the client can be provided to individuals of the client's choosing. Limited information may also be used for statistical purposes aimed at assuring the quality of service.

**Retention and Disposal Standards:** Hard copy records are retained for ten (10) years after being declared inactive and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050 and PSC SPB 034

**TBS Registration:** 002912

**Bank Number:** PSC PCE 744

### Executive Resourcing

**Description:** This bank may contain security clearance ratings, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualifications, application forms, curricula vitae, individual candidate reports from the Assessment Centre for Executive Appointment, Executive Recruitment Assessment Report reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition).

**Class of Individuals:** Persons who are included in an Executive Group competition

administered by the PSC.

**Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the PSC.

**Consistent Uses:** This bank is used to provide information relating to Executive Group selection and appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories, the assessment results and from departments.

**Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065

**TBS Registration:** 001475

**Bank Number:** PSC PCE 746

#### **Interchange Canada: Inventory of Applicants and Participants**

(This program has been transferred to the Public Service Human Resources Management Agency.)

#### **International Programs: Inventory**

**Description:** This program was abolished April 1, 2003. The bank may contain records of instances of consideration, notations of referrals, and correspondence related to the Program.

**Class of Individuals:** Public servants and non-public servants interested in applying for appointments in international organizations, or who are currently employed or have been employed.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations.

**Consistent Uses:** The bank was used to identify vacancies in international organizations for the general management of the Program.

**Retention and Disposal Standards:** Records of individuals interested in foreign employment are retained for two (2) years after being declared inactive and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065

**TBS Registration:** 001951

**Bank Number:** PSC PCE 756

#### **Investigations**

**Description:** This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memoranda of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants.

**Class of Individuals:** Public servants who have filed complaints with the Recourse Branch related to the application of the Public Service Employment Act and its Regulations, or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint.

**Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 (now revoked) as well as the subsequent Order-in-Council P.C. 2001-955 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy.

**Consistent Uses:** The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file.

**Retention and Disposal Standards:** Paper records are retained active during the investigation or conciliation phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 010

**TBS Registration:** 001446

**Bank Number:** PSC PCE 757

#### **Language Review Committee**

(This program has been transferred to the Canada School of Public Service.)

#### **Language Training Orientation**

(This program has been transferred to the Canada School of Public Service.)

### **Language Training Services**

(This program has been transferred to the Canada School of Public Service.)

### **Leadership Competencies Assessment Services (formerly Assessment Centre for Early Identification of Executive Potential)**

**Description:** This bank may contain memoranda and letters; biographical information and assessment results or assessor comments.

**Class of Individuals:** Persons who have been assessed by the Assessment Centre following the administration of one of the Assessment Services tools (reference checks, candidate Achievement Record, 360 feedback, etc.).

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of all persons who have participated in the Career Assignment Program or other departmental programs aimed at developing management potential.

**Consistent Uses:** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or any other similar departmental programs, so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre.

**Retention and Disposal Standards:** Hardcopy files are retained for five (5) years after the assessment and then destroyed. Computerized information is retained indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065 and SPB 034

**TBS Registration:** 001469

**Bank Number:** PSC PCE 762

### **Leave of Absence to Seek Election**

**Description:** This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Director General, Delegation Directorate, the Commission's decision to approve or deny the leave to seek nomination as a candidate and to be a candidate for election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings.

**Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate, and to be a

candidate for election.

**Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election.

**Consistent Uses:** This bank is used to provide information for PSC authorization and for PSC reports to Parliament.

**Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC DGM 022

**TBS Registration:** 001448

**Bank Number:** PSC PCE 763

### **Management Resources Information System (MRIS) (ceased to be updated in 1993)**

**Description:** Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curricula vitae; career aspirations and managerial experience; proof of educational standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counseling reports/notes. This bank may also contain specific records pertaining to senior Personnel, Finance and Internal Audit Officers.

**Class of Individuals:** Public servants appointed to eligible classifications as determined by the PSC; public servants participating or seeking participation in Interchange Canada or International Assignments; public servants at the FI-04 and equivalent levels; PE-06 level and up to EX-03 levels who are identified as having extensive qualifications and who have been evaluated by

senior advisory committees.

**Purpose:** This bank exists to enable the PSC to fulfill its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC.

**Consistent Uses:** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who have left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File.

**Retention and Disposal Standards:** Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065

**TBS Registration:** 001477

**Bank Number:** PSC PCE 766

#### **Management Trainee Program (MTP): Inventory of Applicants and Participants**

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

#### **Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace**

**Description:** This bank may contain basic personal data, excerpts of personnel files, interview notes, complaints or allegations, memoranda and letters, performance evaluations, memoranda of agreement and

investigation reports. At completion of the service requested by the department, the complete file is forwarded to the department and a copy is kept by the PSC.

**Class of Individuals:** Public servants involved in investigation, mediation or coaching services provided by the Recourse Branch pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace.

**Purpose:** This bank exists by reason of the Order-in-Council P.C. 2001-955 to act as an expert resource body to gather information during investigation, mediation and coaching upon request by the department.

**Consistent Uses:** The information is used so that the workplace conflict/complaint may be examined and conclusions and recommendations be reached, if required. It is also used for statistical purposes.

**Retention and Disposal Standards:** Paper records are retained active during the investigation, mediation or coaching process, five (5) years inactive from date service completed, then destroyed. Computerized records are retained on-line for five (5) years, and then deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 010

**TBS Registration:** 005181

**Bank Number:** PSC PCE 768

#### **Occupational Test Results**

**Description:** This bank may contain test answer sheets or written exams and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their Personal Record Identifier.

**Class of Individuals:** Public servants and non-public servants who have taken selection tests developed by the PSC.

**Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection such as competitions.

**Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System and the Post-Secondary



Recruitment System which contain applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

**Retention and Disposal Standards:** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are retained indefinitely on computerized files.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030

**TBS Registration:** 001454

**Bank Number:** PSC PCE 773

#### **Official Languages Exclusion Approval Order**

**Description:** This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decisions in some cases.

**Class of Individuals:** Public servants who have requested an official languages exclusion or extension.

**Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes.

**Consistent Uses:** This bank is used to allow the PSC to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order.

**Retention and Disposal Standards:** Records are retained for twenty (20) years and then destroyed, except for those with historical value which are kept indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050

**TBS Registration:** 001460

**Bank Number:** PSC PCE 774

#### **Other Inquiries**

**Description:** This bank may contain basic personal data, excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, tests, performance evaluations, press clippings, memoranda of agreement, investigation reports. It may also contain information dealing with the recommendation made to the Commission based on the facts gathered during the inquiry.

**Class of Individuals:** Public servants or non

public servants directly affected by the inquiry.

**Purpose:** This bank exists following the conduct of an investigation under sections 6(2), (3) and 42 of the Public Service Employment Act.

**Consistent Uses:** The information is used so that allegations and staffing irregularities may be examined and recommendations made. It may also be used for statistical purposes.

**Retention and Disposal Standards:** Paper records are retained active during the investigation and recommendation phase, five (5) years inactive and then destroyed.

Computerized records are retained on-line for five (5) years, and then deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 005

**TBS Registration:** 005180

**Bank Number:** PSC PCE 776

#### **Personnel Selection (excluding Executive Resourcing)**

**Description:** This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection, including letters offering appointment. Where applicable, notices of right to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers.

**Class of Individuals:** Public servants and non public servants who are being considered for appointment through a process of personnel selection.

**Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition.

**Consistent Uses:** This bank is used to staff positions, to provide the necessary information, on request, to participants in selection processes to explain the reasons for the selection decision. This bank also provides related documentation for PSC investigations as a result of the selection processes. The information on employment equity groups is used for statistical purposes by the PSC, Treasury Board and the employing department.

**Retention and Disposal Standards:** Records

are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030

**TBS Registration:** 001455

**Bank Number:** PSC PCE 779

#### **Persons Appointed under an Exclusion Approval Order**

**Description:** This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor-in-Council, basic personal data, the exclusion order and the regulations.

**Class of Individuals:** Persons appointed to the Public Service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41.

**Purpose:** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees in certain occupational groups or the names of persons appointed to the Public Service who are excluded from certain provisions of the Act by virtue of section 41.

**Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees in certain occupational groups or the names of persons appointed under an Exclusion Approval Order.

**Retention and Disposal Standards:** Records are retained for five (5) years after termination of the exclusion, and then sent to historical archives.

**RDA Number:** 2001/025

**Related PR#:** PSC CMB 022

**TBS Registration:** 001447

**Bank Number:** PSC PCE 780

#### **Policy Research and Development Program (PRDP)**

(This program has been transferred to the Public Service Human Resources Management Agency of Canada.)

#### **Post-Secondary Recruitment (PSR) Program: Inventory of Applicants**

**Description:** This is a completely electronic data bank with 24 hour user accessibility. It contains personal and demographic data, curricula vitae, transcripts of marks, test results where applicable, correspondence, records of instances of consideration, notations or referrals, notes to files and messages for applicants to the PSR program.

**Class of Individuals:** Non public servants and public servants applying to the PSR Program.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the PSR Program.

**Consistent Uses:** This bank is used to identify applicants for positions offered through PSR Program. It may be used for human resources planning, statistical purposes and studies.

**Retention and Disposal Standards:** Comply with electronic retention and disposal policy of the TBS. Information on such applicants is transferred to the hiring department.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 031

**TBS Registration:** 003954

**Bank Number:** PSC PCE 785

#### **Public Servants Released or Demoted (PSC authority for this function ceased in 1993)**

**Description:** This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to the Commission; the Commission's decision, and the notices of release or demotion to the department and to the employee.

**Class of Individuals:** Public servants whose release or demotion has been recommended by deputy heads.

**Purpose:** This bank existed in accordance with section 31 of the Public Service Employment Act, R.S.C. 1985, c. P-33 (now repealed by section 21 of the Public Service Reform Act) to record information relating to the recommendation of deputy heads to release or demote employees.

**Consistent Uses:** This bank was used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads, made prior to June 1993, that employees be released or demoted. It also provided information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction, unless these were made prior to the coming into force of the Public Service Reform Act. s.c.1992 c.54. Such matters have since been delegated to Deputy Ministers.

**Retention and Disposal Standards:** Records are retained for seven (7) years following a release or demotion, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC CMB 022

**TBS Registration:** 001449

**Bank Number:** PSC PCE 786

### **Second Language Assessment by Regional Offices**

**Description:** This bank may contain the second language assessment request and record of results forms, basic personal data, oral interview recordings, assessment reports and results.

**Class of Individuals:** Public servants and non public servants who have been assessed by the PSC regional offices for second language proficiency.

**Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates.

**Consistent Uses:** The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the Public Service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Test results are entered in the Test Scoring and Results Reporting System (see central bank PSC PCE 718) and may be entered in the applicant inventory.

**Retention and Disposal Standards:** Files are retained for three (3) years and interview recordings are retained for two (2) years unless the candidate agrees to their earlier disposal, and then are deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050

**TBS Registration:** 001457

**Bank Number:** PSC PCE 795

### **Second Language Evaluation (SLE) Examiners**

**Description:** This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration.

**Class of Individuals:** Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the SLE tests.

**Purpose:** This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service

Employment Act to record all information relating to the registration/certification of SLE examiners.

**Consistent Uses:** The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted.

**Retention and Disposal Standards:** All records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030

**TBS Registration:** 001458

**Bank Number:** PSC PCE 796

### **Second Language Evaluation (SLE) Test Results**

**Description:** This bank may contain SLE test answer sheets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in Oral Interaction, the test recordings are retained by the administering PSC test centre. Individuals completing a Personal Information Request Form are required to provide their personal record identifier.

**Class of Individuals:** Public servants and non public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test.

**Purpose:** This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record language assessment results for purpose of appointment.

**Consistent Uses:** The bank is used to provide information on SLE assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. When the individual becomes a federal employee, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE test results which it links with job position requirements. The information in this bank is

contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

**Retention and Disposal Standards:** Hard copy files are retained for five (5) years, and then destroyed. Oral Interaction Test recordings are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030 and TBS PCE 703

**TBS Registration:** 001461

**Bank Number:** PSC PCE 797

#### **Special Measures Program Participants (Ceased in 1998)**

**Description:** This bank may contain information concerning the on-the-job training assignments of participants in the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments.

**Class of Individuals:** Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women.

**Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program.

**Consistent Uses:** The bank is used to monitor the progress of participants and to measure the

effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the PSC, TBS, federal government departments and employment equity committees.

**Retention and Disposal Standards:** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030 and PSC SPB 040

**TBS Registration:** 002297

**Bank Number:** PSC PCE 798

#### **Staffing Consultant Certification**

**Description:** This bank may contain individual files which include recommendations from departments for Staffing Certification such as letters of recommendation from Heads of human resources, information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded in a computerized inventory.

**Class of Individuals:** Public Service staffing consultants.

**Purpose:** This bank exists to record and provide information on the certification of staffing consultants as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act.

**Consistent Uses:** This bank is used to provide information in support of the certification of staffing consultants. It is also used to prepare various reports and statistical analyses and for more general administrative purposes such as the planning of training and development programs in staffing and for the preparation of reports related to those programs.

**Retention and Disposal Standards:** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050

**TBS Registration:** 001464

**Bank Number:** PSC PCE 800

### **Statutory and Regulatory Priorities**

**Description:** This bank may contain basic personal data: statutory or regulatory data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse, employees who become disabled, and certain members of the Canadian Forces and the RCMP. Information exists in hardcopy and computerized form.

**Class of Individuals:** Public servants and other persons who have a statutory or regulatory priority for appointment.

**Purpose:** This bank exists in accordance with sections 29, 30 and 39 of the Public Service Employment Act and sections 32 to 40 of the Public Service Employment Regulations to provide information relating to individuals with statutory or regulatory priority for appointment. It exists in accordance with various PSC policies to provide information relating to individuals with a priority for appointment.

**Consistent Uses:** This bank is used to identify individuals with a statutory or regulatory priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes.

**Retention and Disposal Standards:** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 034

**TBS Registration:** 001452

**Bank Number:** PSC PCE 801

## **Particular Personal Information Banks**

### **Accounts Payable and Receivable**

**Description:** This bank may contain information on travel expenses, supplier payments, contracts information, purchase orders, payments to other government departments, merit awards, suggestion awards, membership payments, and salary payments including regular and supplementary pay. It also contains information relating to receivable collected from training provided, publications, overpayments and recoveries between departments for salaries and other services.

**Class of Individuals:** Departmental employees who have been involved in the accounting and processing of financial transactions for the PSC.

**Purpose:** For audit purposes, the information is required to support all of the types of payments and receivables processed by the PSC.

**Consistent Uses:** The information is used for the preparation of financial reports such as departmental financial statements, public accounts, parliamentary enquiries, Access to Information requests, monthly and quarterly forecast analyses and other types of requests by the government's central agencies.

**Retention and Disposal Standards:** Records are retained for six (6) years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** PSC CMB 914

**TBS Registration:** 002413

**Bank Number:** PSC PPE 815

### **Flexibility EX and Special Assignment Pay Plan Positions**

**Description:** This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and curriculum vitae as required.

**Class of Individuals:** Public servants employed by the PSC in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP).

**Purpose:** This bank exists to record and control the EX overfill and SAPP situations at the PSC.

**Consistent Uses:** This bank is used to administer and maintain data on EX overfill and SAPP situations at the PSC. It is also used to report general data to PSC management and Treasury Board as required.

**Retention and Disposal Standards:** Records are retained for a period of two (2) years, and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PSC 925

**TBS Registration:** 001486

**Bank Number:** PSC PPE 801

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave	Official Languages
Conflict of Interest and Post-Employment Code	Parking
Discipline	Pay and Benefits
Electronic Network Monitoring Logs	Performance Reviews and Employee Appraisals
Employee Assistance	Personnel Security Screening (Reliability Screening/Security Clearance)
Employee Personnel Record	Recognition Policy
Employment Equity Program	Staffing
Grievances	Training and Development
Harassment	
Identification and Building-Pass Cards	

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## Public Service Human Resources Management Agency

### Chapter 126

#### Central Personal Information Banks

##### Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

**Description:** This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program.

**Class of Individuals:** Public servants and non-public servants applying to the AETP or past and present participants of the AETP.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP.

**Consistent Uses:** This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies).

**Retention and Disposal Standards:** Records

of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five(5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC SPB 031

**TBS Registration:** 003069

**Bank Number:** PSHRMAC PCE 701

##### Accelerated Executive Development Program (AEXDP): Inventory of Applicants

**Description:** This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Track Record Interview, the Candidate Self-Report, and the Selection Review Board (SRB) Interview; results of the integration process and program office notes.

**Class of Individuals:** Members of the Executive Category who have applied to the AEXDP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), the Public Service Commission (PSC) and the Public Service Human Resources Management Agency of Canada (PSHRMAC).

**Consistent Uses:** The bank is used to record and provide information to COSO, the PSHRMAC and PSC regarding acceptance to the program.

**Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 004019

**Bank Number:** PSHRMAC PCE 702

**Accelerated Executive Development Program (AEXDP): Inventory of Participants**

**Description:** This bank may contain: Personal information; correspondence; assessment results of reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Candidate Self-Report, and the SRB Interview; results of the integration process; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, the participant's attendance on courses, and appointment-to-level documentation; program office notes.

**Class of Individuals:** Members of the Executive Category who have been accepted as participants in the AEXDP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSHRMAC and PSC regarding appointment-to-level.

**Consistent Uses:** The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates.

**Retention and Disposal Standards:** A ll records are retained in hard copy until ten (10) years after termination of AEXDP participation. Selected information is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 004018

**Bank Number:** PSHRMAC PCE 703

**Assistant Deputy Minister Business Support System:**

**Description:** This bank contains exhaustive and up-to-date information on Assistant Deputy Ministers. It also provides a source of accurate and timely contact information on ADM's as well as facilitating skills development and rotation of ADM's, and may include tombstone information, work history, professional qualifications and education, career interests, managerial experience, linguistic results, security check results.

**Class of Individuals:** Assistant Deputy Ministers and interchange participants.

**Purpose:** The purpose is to support the collective management system of ADM's as well as to conduct demographic studies and other analyses of the ADM population.

**Consistent Uses:** This bank is used to support the collective management of ADM's.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004391

**Bank Number:** PSHRMAC PCE 715

**Assistant Deputy Minister Resourcing – Closed Competition**

**Description:** This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-Delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

**Class of Individuals:** Persons who are included in an ADM competition administered by The Leadership Network on behalf of the Public Service Commission.

**Purpose:** This bank exists to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership

Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMA TLN 010

**TBS Registration:** 004381

**Bank Number:** PSHRMA PCE 716

**Assistant Deputy Minister Resourcing – Deployment from Pool**

**Description:** This bank may contain language examination results, memoranda, letters of offer, letters of acceptance job descriptions, statements of qualification, and records of persons considered for positions. Individuals seeking access to this information are requested to give the deployment action.

**Class of Individuals:** Public servants.

**Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004469

**Bank Number:** PSHRMAC PCE 717

**Assistant Deputy Minister Resourcing – Open Competition**

**Description:** This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

**Class of Individuals:** Public servants and non public servants.

**Purpose:** This bank is used to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service

Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004390

**Bank Number:** PSHRMAC PCE 718

**Assistant Deputy Minister Resourcing – Without Competition**

**Description:** This bank may contain security clearance ratings, language examination results, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360 evaluations, reference check results, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. without competition number).

**Class of Individuals:** Public servants.

**Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004470

**Bank Number:** PSHRMAC PCE 719

**Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants**

**Description:** This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Review Board (SRB) Interview and program office notes.

**Class of Individuals:** Members of the Executive Category and EX equivalents who have applied to the PQP.

**Purpose:** This bank exists in accordance with



sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and (SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC).

**Consistent Uses:** The bank is used to record and provide information to COSO, the PSC and PSHRMAC regarding acceptance to the program.

**Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004020

**Bank Number:** PSHRMAC PCE 712

**Assistant Deputy Minister (ADM)  
Prequalification Process (PQP): Inventory of Participants**

**Description:** This bank may contain: Personal information; correspondence; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; and program office notes.

**Class of Individuals:** Members of the Executive Category and EX equivalents who have been selected in the ADM PQP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSHRMAC and PSC regarding appointment-to-level.

**Consistent Uses:** The bank is used to record and provide information regarding PQP selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates.

**Retention and Disposal Standards:** All records are retained in hard copy until ten (10)

years after termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004021

**Bank Number:** PSHRMAC PCE 713

**Assistant Deputy Minister and Successful PQP Personal Files**

**Description:** This bank may contain basic personal data skills and work history, tombstone information, professional qualifications, applications, letters of offer, acceptance and acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, linguistics results, in relation to Assistant Deputy Ministers and successful PQP participants.

**Class of Individuals:** Non public servants and public servants applying for positions in the Executive Group at the Assistant Deputy Minister level as well as persons seeking participation and participating on Interchange Canada or International Assignments.

**Purpose:** The purpose is to support the collective management system.

**Consistent Uses:** The bank is used to support the career of ADM's.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 015

**TBS Registration:** 004387

**Bank Number:** PSHRMAC PCE 714

**Career assignment program (CAP):  
Inventory of Candidates and Participants**

**Description:** This bank may contain basic personal information, Executive Simulation for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates. This bank may also include information retained for a previous program: Special Development Program.

**Class of Individuals:** Non-public servants and public servants who have competed in a competitive process and/or have participated in CAP.

**Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide

information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP.

**Consistent Uses:** This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical, administrative, and counseling purposes.

**Retention and Disposal Standards:** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 001705

**Bank Number:** PSHRMAC PCE 720

#### **Classification Grievances Tracking System**

**Description:** This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank may include information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and a summary of the deliberations. The system is linked with the Position and Classification Information System (PCIS).

**Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance.

**Purpose:** To maintain records of all classification grievances both delegated to departments and non-delegated.

**Consistent Uses:** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRMB 415

**TBS Registration:** 001134

**Bank Number:** PSHRMAC PCE 723

#### **Classification Standards Review System**

**Description:** This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System.

**Class of Individuals:** Individuals occupying positions within the occupational groups under review.

**Purpose:** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board.

**Consistent Uses:** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department.

#### **Retention and Disposal Standards:**

Computer-Based Data - The records are non-historical and can be destroyed whenever the operational needs are met; Textual and Electronic Records - there are no textual or electronic records.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRMB 415

**TBS Registration:** 005049

**Bank Number:** PSHRMAC PCE 724

#### **Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))**

**Description:** This bank may contain information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being in one or more of the minority designated groups, i.e. Aboriginal people, persons with disabilities and members of visible minority groups. The bank facilitates comparison of their

representation in the Public Service to their presence in the Canadian workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Position and Classification Information System (PCIS), all from the Public Service Human Resources Management Agency of Canada, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and the Priority Administration System. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks containing self-identification data, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access self-identification information on him/herself should submit a written request, including his/her Personal Record Identifier.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Self-identification information is collected under the authorities and obligations

described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the primary source of data for the Public Service Human Resources Management Agency of Canada users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests.

**Retention and Disposal Standards:**

Computer-Based Data: fiscal year master files are transferred yearly to the National Archives of Canada. Textual and Electronic Records: records are retained for 10 years and then destroyed.

**RDA Number:** 93/031 and 94/004

**Related PR#:** PSHRMAC EEB 320 and PSHRMA CD 130

**TBS Registration:** 003560

**Bank Number:** PSHRMAC PCE 739

**Entitlements and Deductions System**

**Description:** This bank contains individual federal employee data relating to pay and benefits. The employee record may include information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of

pay and benefits data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information may be provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: retained for 25 years and then destroyed. Textual and Electronic Records: retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC CD 130

**TBS Registration:** 002321

**Bank Number:** PSHRMAC PCE 741

**EX-04 To EX-05 Promotion Process**

**Description:** This bank may contain language examination results, letters of application, memoranda, letters of offer, letters of acceptance, job descriptions, statements of

qualification, candidate reports, track record and 360 evaluations, reference check results, Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number).

**Class of Individuals:** Public servants.

**Purpose:** This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission.

**Retention and Disposal Standards:** Yet to be determined.

**RDA Number:** 2003/011

**Related PR#:** PSHRMAC TLN 010

**TBS Registration:** 004388

**Bank Number:** PSHRMAC PCE 742

**Exclusion System (EXCL)**

**Description:** This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions.

**Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information may be

provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed.

**RDA Number:** 94/011

**Related PR#:** PSHRMAC HRMB 426

**TBS Registration:** 005051

**Bank Number:** PSHRMAC PCE 743

**Executive Group Classification Information System**

**Description:** This bank contains classification information on individual Executive Group positions in the Public Service.

**Class of Individuals:** All current federal employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process.

**Consistent Uses:** Also used for research and statistical purposes.

**Retention and Disposal Standards:**

Computer-Based Data: transferred yearly to the National Archives of Canada. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC TLN 400

**TBS Registration:** 005053

**Bank Number:** PSHRMAC PCE 745

**Extra Duty Reporting System**

**Description:** This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, Personal Record

Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: All records excluding records on Negotiations are retained for 10 years and then destroyed. Files on

Negotiations are retained for 10 years and transferred to the National Archives of Canada.

**RDA Number:** 94/011

**Related PR#:** PSHRMAC 918

**TBS Registration:** 005054

**Bank Number:** PSHRMAC PCE 747

### **Incentive Awards**

**Description:** The bank may contain information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the new Recognition Policy. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations.

**Class of Individuals:** All employees of the public service who have been nominated for awards under the Incentive Awards Plan and Recognition Policy.

**Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

### **Retention and Disposal Standards:**

Computer-Based Data: two years. Textual and Electronic records: most of the files are retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HR PAB 330

**TBS Registration:** 005056

**Bank Number:** PSHRMAC PCE 752

### **Incumbent System**

**Description:** This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included are information concerning collective bargaining, exclusions, bargaining agents and languages.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff

Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

### **Retention and Disposal Standards:**

Computer-Based Data: transferred to the

National Archives of Canada on a yearly basis for permanent retention. Textual and Electronic Records: records are retained for 10 years and are generally transferred to the National Archives of Canada.

**RDA Number:** 93/031 and 94/011

**Related PR#:** PSHRMAC CD 130

**TBS Registration:** 002316

**Bank Number:** PSHRMAC PCE 753

### **Interchange Canada: Inventory of Applicants and Participants**

**Description:** This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form.

**Class of Individuals:** Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or have completed an assignment.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada.

**Consistent Uses:** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system.

**Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 030

**TBS Registration:** 001952

**Bank Number:** PSHRMAC PCE 755

### **Language Training Module (LTM)**

**Description:** The LTM was a central bank eliminated in 1996 containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal

employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) — TBS PCF 703 — and the LTM of the Treasury Board Secretariat.

**Class of Individuals:** The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants.

**Consistent Uses:** The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act.

### **Retention and Disposal Standards:**

Computer-Based Data: the records are non-historical. Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: the general file is retained for 10 years and transferred to the National Archives of Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated.

**RDA Number:** 94/004

**Related PR#:** PSHRMAC OLB 047

**TBS Registration:** 005057

**Bank Number:** PSHRMAC PCE 759

### **Leave Reporting System**

**Description:** This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and

duration of the various leaves taken by individuals.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of leave data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information may be provided to for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed.

**RDA Number:** 93/031 and 94/011

**Related PR#:** PSHRMAC 918

**TBS Registration:** 005058

**Bank Number:** PSHRMAC PCE 764

**Leave Without Pay System**

**Description:** This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates.

**Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to Public Service Human Resources Management Agency of Canada and Treasury Board



Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed.

**RDA Number:** 93/031 and 94/011

**Related PR#:** PSHRMAC 918

**TBS Registration:** 005059

**Bank Number:** PSHRMAC PCE 765

**Mobility File**

**Description:** This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates.

**Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management

Agency of Canada maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests.

**Consistent Uses:** Information is provided to the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: data is transferred yearly to the National Archives of Canada  
Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada.

**RDA Number:** 93/031 and 94/011

**Related PR#:** PSHRMAC 918

**TBS Registration:** 005060

**Bank Number:** PSHRMAC PCE 769

### **Official Languages Information System (OLIS II)**

**Description:** OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file may include employee names and information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis.

**Class of Individuals:** All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service Staff Relations Act ) that are appointed on a full time indeterminate or part time determinate for more than three months.

**Purpose:** Pursuant to the 1988 Official Languages Act, an annual report must be submitted to Parliament on the status of the Official Languages Program.

#### **Retention and Disposal Standards:**

Computer-Based Data: records are transferred yearly to the National Archives of Canada  
Textual and Electronic Records: retention to be determined.

**RDA Number:** 94/004

**Related PR#:** PSHRMAC OLB 047

**TBS Registration:** 005061

**Bank Number:** PSHRMAC PCE 775

### **Point of Contact (Assignment Service)**

**Description:** This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results.

**Class of Individuals:** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment.

**Purpose:** The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments.

**Consistent Uses:** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning.

### **Retention and Disposal Standards:**

Retention period not yet determined.

**RDA Number:** To be determined

**Related PR#:** PSHRMA DCG 005

**TBS Registration:** 002870

**Bank Number:** PSHRMA PCE 782

### **Position Classification Information System (PCIS)**

**Description:** This bank contains individual federal employee data relating to position classification matters and may include position numbers. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS).

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Public Service Human Resources Management Agency of Canada maintains personnel information systems on public service employees. This bank is a prime source of position data for Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required.

**Consistent Uses:** Information may be provided to the Public Service Human

Resources Management Agency of Canada and Treasury Board Secretariat, the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:**

Computer-Based Data: Arrangements will be made for the yearly transfer of the PCIS data to the National Archives of Canada. The data for OLIS and for the "Position Information Collection System (PICS) was transferred to the National Archives of Canada until 1995 when it was replaced by PCIS. Textual and Electronic Records: there are no textual or electronic records for OLIS and PCIS. The textual records for PICS are retained for 10 years and transferred to the National Archives of Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC 921

**TBS Registration:** 002318

**Bank Number:** PSHRMAC PCE 784

**Workforce Adjustment Monitoring (WFAM) System**

**Description:** This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PWGSC), the Priority Administration System (PSC) and the Incumbent System (PSHRMAC).

**Class of Individuals:** All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10), or the Executive Employment Transition Policy who, in accordance with these policies, received payments in lieu of their unfulfilled surplus

period.

**Purpose:** This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Policies Departure Incentive Programs and Executive Employment Transition Policy.

**Consistent Uses:** The WFAM system has been developed for the related policy groups in the Public Service Human Resources Management Agency of Canada and Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments.

**Retention and Disposal Standards:**

Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retention to be determined.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC HRMB 426

**TBS Registration:** 005065

**Bank Number:** PSHRMA PCE 804

**Particular Personal Information Banks**

**Awards of Excellence**

**Description:** The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data.

**Class of Individuals:** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan.

**Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards.

**Retention and Disposal Standards:** The general file is retained for 10 years and transferred to the National Archives of Canada. The remaining files on Artwork, Financial considerations, Nominations, Presentations and Communications are retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC 918

**TBS Registration:** 005066

**Bank Number:** PSHRMAC PPE 802

### **Federal Public Service Job Accommodation Network for Employees with Disabilities**

**Description:** Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name, sex, employing department or agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for job accommodation, and name of supervisor to be contacted for information.

**Class of Individuals:** Federal Public Servants with disabilities, managers, supervisors, EE Coordinators.

**Purpose:** Information on the assistance given to or required by employees with disabilities in the federal public service.

**Consistent Uses:** Statistical information for comparison to auto-identification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information could be shared in efforts to resolve job accommodation issues, respondents will consent to sharing for this purpose.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be determined

**Related PR#:** PSHRMAC EEB 320

**TBS Registration:** 005081

**Bank Number:** PSHRMAC PPE 810

### **Harassment Complaints**

**Description:** This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints.

**Class of Individuals:** This information related to individuals who have written to the President

of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints.

**Purpose:** The purpose of this bank is to record information necessary for responding to letters of harassment complaints.

**Consistent Uses:** Consistent Uses are to provide specific and general documentation for research purposes.

**Retention and Disposal Standards:** Records are retained for 10 years and transferred to the National Archives of Canada.

**RDA Number:** 93/031

**Related PR#:** PSHRMAC 926

**TBS Registration:** 003582

**Bank Number:** PSHRMAC PPE 804

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

## Public Service Integrity Office

### Chapter 127

Information on the employees of the Public Service Integrity Office is held by the Treasury Board of Canada Secretariat.

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## Public Service Staff Relations Board

### Chapter 128

#### Central Personal Information Banks

##### Applications for Extension of Time

**Description:** This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding.

**Consistent Uses:** To support decisions made by the Board concerning applications for extension of time.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 110

**TBS Registration:** 000776

**Bank Number:** SRB PCE 710

##### Complaints - Canada Labour Code - Part II

**Description:** This bank contains complaints from employees against employers for allegedly taking action against them because they exercised their rights under Part II of the Canada Labour Code.

**Class of Individuals:** Individuals employed in the federal public service.

**Purpose:** The purpose of this bank is to record the determination of the Board on the

complaints of employees.

**Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for having exercised any right under Part II of the Canada Labour Code.

**Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 150

**TBS Registration:** 001881

**Bank Number:** SRB PCE 727

##### Complaints of Unfair Labour Practices

**Description:** This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board.

**Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation.

**Consistent Uses:** To support decisions made by the Board concerning complaints of unfair practices.

**Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 060

**TBS Registration:** 000774

**Bank Number:** SRB PCE 729

#### **Complaint/Grievance Mediation**

**Description:** This bank contains requests for mediation services, replies to requests, notice of meetings and status reports.

**Class of Individuals:** Individuals employed in the federal public service and parliamentary employees.

**Purpose:** The purpose of this bank is to record the administrative steps of the mediation process.

**Consistent Uses:** This bank is used to record and provide information on requests.

**Retention and Disposal Standards:** Records are retained for 4 years and then destroyed.

**RDA Number:** TBD

**Related PR#:** SRB OSR 179

**TBS Registration:** 005254

**Bank Number:** SRB PCE 726

#### **Consent to Prosecute**

**Description:** This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act.

**Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are

microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 105

**TBS Registration:** 000778

**Bank Number:** SRB PCE 731

#### **Decisions of Safety Officers**

**Description:** This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger.

**Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board.

**Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision.

**Consistent Uses:** Effective September 30th, 2000, the Public Service Staff Relations Board is no longer collecting this information. Labour Canada under Human Resources Development Canada is now responsible for this section of the Act. The information was to support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed.

**Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 145

**TBS Registration:** 001880

**Bank Number:** SRB PCE 734

#### **Determination of Designated Positions**

**Description:** This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees.

**Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public.

**Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of

the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public.

**Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service positions as being «designated» positions.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 080

**TBS Registration:** 000779

**Bank Number:** SRB PCE 737

#### **Objections to Managerial and Confidential Exclusions**

**Description:** This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament.

**Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity.

**Consistent Uses:** To support decisions made by the Board concerning the exclusion of persons from bargaining units.

**Retention and Disposal Standards:** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 075

**TBS Registration:** 000773

**Bank Number:** SRB PCE 771

#### **References of Grievances to Adjudication**

**Description:** This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board.

**Purpose:** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline.

**Consistent Uses:** To support decisions made by the Board concerning adjudicable grievances.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 065

**TBS Registration:** 000772

**Bank Number:** SRB PCE 791

#### **Requests for Review of Decisions**

**Description:** This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests.

**Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it.

**Consistent Uses:** To support decisions made by the Board concerning requests to review

decisions.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 050

**TBS Registration:** 000777

**Bank Number:** SRB PCE 793

### **Revocation of Certification of Bargaining Agents**

**Description:** This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board.

**Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents.

**Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit.

**Consistent Uses:** To support decisions of the Board concerning applications for revocation of certification of bargaining agents.

**Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes.

**RDA Number:** 91/022

**Related PR#:** SRB OSR 025

**TBS Registration:** 000775

**Bank Number:** SRB PCE 794

## **Particular Personal Information Banks**

### **Appointment of Arbitrators and Adjudicators**

**Description:** This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board.

**Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council.

**Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators.

**Consistent Uses:** This bank is used to record and provide information on appointees.

**Retention and Disposal Standards:** Records are retained for 25 years after the termination of employment and then destroyed.

**RDA Number:** 98/005

**Related PR#:** SRB OSR 155

**TBS Registration:** 002186

**Bank Number:** SRB PPE 802

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development



# Public Works Government Services Canada

## Chapter 129

### Central Personal Information Banks

#### Crown Housing Records

**Description:** This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing.

**Class of Individuals:** Federal employees.

**Purpose:** Information in this bank is used for the administration of federal living accommodation.

**Consistent Uses:** No consistent use has been identified at this time.

**Retention and Disposal Standards:** This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records and then destroyed.

**RDA Number:** 79/008.

**Related PR#:** PWC PWC 040.

**TBS Registration:** 000713

**Bank Number:** PWGSC PCE 733

#### Insurance Application Cards

**Description:** This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance.

**Class of Individuals:** All employees of the federal government and pensioners who are members of the various plans.

**Purpose:** To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records.

**Consistent Uses:** No consistent use has been identified at this time.

**Retention and Disposal Standards:** Records are destroyed two year after death of employee.

**RDA Number:** 98/005.

**Related PR#:** PWGSC ABC 080.

**TBS Registration:** 001375

**Bank Number:** PWGSC PCE 754

#### Public Service Pay Systems

**Description:** This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification (PRI) number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds.

**Class of Individuals:** Federal public servants.

**Purpose:** The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act.

**Consistent Uses:** Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. The PRI is also used for mapping purposes with Public Key Infrastructure (PKI) certificate numbers for the purpose of registration into Pay Web Applications. This mapping is maintained by the Information Technology Branch of PWGSC, representing the Certificate Authority (CA), on behalf of the Compensation Sector of PWGSC, which manages the Pay Web Applications. The PRI is stored in the mapping database in an encrypted format which can only be decrypted by the applications. The PRI, date of birth and amount of total deductions from a latest pay, (along with the Superannuation Number), are also used for authentication purposes when enrolling into the web applications.

**Retention and Disposal Standards:** Records for employees are destroyed when the employee has reached 80 years of age or one year after the employee's death.

**RDA Number:** 98/005.

**Related PR#:** SSC ROD 090

**TBS Registration:** 002596

**Bank Number:** PWGSC PCE 788

#### Public Service Pensions Data Bank

**Description:** This bank is composed of automated and manual files containing

instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors.

**Class of Individuals:** Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts.

**Purpose:** To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes.

**Consistent Uses:** The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. The Superannuation Number (SN) is also used for mapping purposes with Public Key Infrastructure (PKI) certificate numbers for the purpose of registration into Pension Web Applications. This mapping is maintained by the Information Technology Branch of PWGSC, representing the Certificate Authority (CA), on behalf of the Compensation Sector of PWGSC, which manages the Pension Web Applications. The SN is stored in the mapping database in encrypted format which can only be decrypted

by the applications. The SN (along with the PRI, date of birth and deductions from latest pay) is also used for authentication purposes when enrolling into the web applications.

**Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. Processing tapes are reused within one year.

**RDA Number:** 98/005.

**Related PR#:** PWGSC ABC 075.

**TBS Registration:** 001374

**Bank Number:** PWGSC PCE 790

## Particular Personal Information Banks

### Appointments – Crown Corporations

**Description:** This bank contains the names, rank, appointment and expiry dates of Crown Corporations' Board of Directors within the Minister's portfolio.

**Class of Individuals:** Members of the Board of Directors of Crown Corporations.

**Purpose:** Information is used by the Minister and the Deputy Minister to appoint Board Members.

**Consistent Uses:** This information is mostly used by the Minister and the Deputy Minister to appoint Board Members.

**Retention and Disposal Standards:**

Information will be retained up to two years after the departure of the Board Member and then submitted to the National Archives of Canada.

**RDA Number:** 96/021, 96/022.

**Related PR#:** PWGSC CIG 005 and PWGSC HRB 305.

**TBS Registration:** 004014

**Bank Number:** PWGSC PPE 825

### Competency Profile Assessment

**Description:** This bank describes an assessment in terms of knowledge, skills and abilities (business competencies) which are valued by the Department's sectors, lists them beside the appropriate training and development courses and then associates them with each employee's needs in their present position as well as for career development. This information is then captured in a learning plan for each employee.

**Class of Individuals:** Employees working for the Departments.

**Purpose:** The purpose of this bank is to maintain and identify information training needs of each employee and the supervisor regarding the training and development activities, in terms of training priorities, allocation of training

time and costs.

**Consistent Uses:** No consistent use has been identified at this time.

**Retention and Disposal Standards:** Records are retained for two years from the last administrative activity and then destroyed.

**RDA Number:** 98/005.

**Related PR#:** PWGSC HRB 305

**TBS Registration:** 004243

**Bank Number:** PWGSC PPE 835

#### **Employee Takeover Initiative**

**Description:** This bank contains confidential personal information on employees who have submitted an Expression of Interest to the Deputy Minister of Public Works and Government Services Canada. The bank contains names, addresses, place of work and responses prepared to these individuals. It also contains responses to inquiries on the Employee Takeovers.

**Class of Individuals:** Public Works and Governments Services Canada Employees.

**Purpose:** This bank exists to provide for the maintenance of an inventory of employees who have applied for Employee Takeovers within Public Works and Government Services Canada.

**Consistent Uses:** This information is mostly used by the Deputy Minister and employees of the Corporate Implementation Group of PWGSC.

**Retention and Disposal Standards:** This information will be retained for the duration of the Government policy on Employee Takeovers, a minimum of two years and then submitted to the National Archives of Canada.

**RDA Number:** 96/021.

**Related PR#:** PWGSC CIG 005

**TBS Registration:** 004013

**Bank Number:** PWGSC PPE 820

#### **Informal Conflict Resolution for UCS Issues**

**Description:** This personal information bank contains information on employees who filed requests for informal conflict resolution related to the implementation of the Universal Classification Standard (UCS). The information is collected from forms completed by the employees which contain the name of the employee, his/her personal record identifier, any special needs, the details of the employee's position as well as the reasons which led the employee to file a request for informal conflict resolution. Information is also collected from an Informal Conflict Resolution Report which provides information on the methods and results of the Informal Conflict Resolution process for

each individual request.

**Class of Individuals:** Employees working for the Department of Public Works and Government Services Canada.

**Purpose:** To record information on requests for informal conflict resolution related to the implementation of the Universal Classification Standard, resources used to resolve each conflict and the result of the process in each case.

**Consistent Uses:** No consistent use has been identified at this time.

**Retention and Disposal Standards:** Records are retained for three years following the date of resolution or date of decision, then destroyed.

**RDA Number:** 98/005.

**Related PR#:** PWGSC 305.

**TBS Registration:** 005071

**Bank Number:** PWGSC PPE 840.

#### **Intranet Services**

**Description:** This bank may contain the names, e-mail addresses, telephone/facsimile numbers and Internet provider addresses of federal employees who have submitted solicited or unsolicited information to Public Works Government Services Canada Intranet site. The bank includes responses to such comments/questions and any other information relevant to the processing of such comments/questions.

**Class of Individuals:** Public Works Government Services Canada employees who submit solicited or unsolicited information via the Department's Intranet site.

**Purpose:** The information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to Public Works Government Services Canada personnel in order to provide a response to the inquiry, and for the purposes of improving services to our Web site clientele.

**Consistent Uses:** The information will be used by various members of the Department who are responsible for maintaining pages on the Public Works Government Services Canada Intranet web site.

**Retention and Disposal Standards:** To be established.

**Related PR#:** PWGSC COM 310.

**TBS Registration:** 005367

**Bank Number:** PWGSC PPE 830.

#### **Parking**

**Description:** Information held in this Bank includes employee name, address, telephone number, payroll number, Personal Record

Identifier (PRI) number, car, make and model and license plate number.

**Class of Individuals:** Federal employees.

**Purpose:** The information is gathered from employees wishing to apply for PWGSC parking.

**Consistent Uses:** Information is required to commence, end or amend parking payroll deductions.

**Retention and Disposal Standards:** Retained for three years following the employee cancelling or relinquishing parking privileges and then destroyed.

**RDA Number:** 79/008.

**Related PR#:** PWGSC RPB 065.

**TBS Registration:** 003745

**Bank Number:** PWGSC PPE 810

### Special Audit Investigation Records

**Description:** Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation.

**Class of Individuals:** Employees being investigated.

**Purpose:** This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity.

**Consistent Uses:** Information in this bank may be shared with the RCMP.

**Retention and Disposal Standards:**

Information is maintained for six years and then submitted to the National Archives of Canada.

**RDA Number:** 96/021.

**Related PR#:** PWGSC AEB 265.

**TBS Registration:** 000714

**Bank Number:** PWGSC PPE 815

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisal

Personal Security Screening (Reliability Checks / Security Clearances)

Recognition Policy Staffing

Training and Development

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

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## Quebec Port Authority

Chapter 130

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

# Royal Canadian Mint

## Chapter 131

### Particular Personal Information Banks

#### Attendance and Leave

**Description:** This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM.

**Consistent Uses:** To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism and produce various reports.

**Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 918

**TBS Registration:** 002266

**Bank Number:** RCM PPE 805

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest.

**Class of Individuals:** This information relates to Mint employees.

**Purpose:** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint.

**Consistent Uses:** To record apparent and potential conflicts of interest and

post-employment concerns and to resolve any conflicts.

**Retention and Disposal Standards:** Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 918

**TBS Registration:** 003360

**Bank Number:** RCM PPE 802

#### Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions.

**Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment.

**Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 926

**TBS Registration:** 002269

**Bank Number:** RCM PPE 808

#### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data

systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority.

**Class of Individuals:** The information relates to employees of the RCM.

**Purpose:** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority.

**Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity.

**Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 921

**TBS Registration:** 003361

**Bank Number:** RCM PPE 803

### Grievances

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure.

**Retention and Disposal Standards:** Two years following date of resolution the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 926

**TBS Registration:** 002268

**Bank Number:** RCM PPE 807

### Labour Time Reporting (capturing) - Computerized Employee Master File

**Description:** Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information.

**Consistent Uses:** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the payroll system and to maintain permanent employee data.

**Retention and Disposal Standards:** The information is destroyed after six years.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 918

**TBS Registration:** 003362

**Bank Number:** RCM PPE 801

### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees.

**Consistent Uses:** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of

the administration of official languages programs.

**Retention and Disposal Standards:** Two years after last documentation the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 923

**TBS Registration:** 002267

**Bank Number:** RCM PPE 806

### Performance Reviews and Employee Appraisals

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests.

**Class of Individuals:** Employees of the RCM.

**Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations.

**Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment.

**Retention and Disposal Standards:** This information forms part of a person's personnel records which is sent to National Archives of Canada two years after an employee has left the employ of the Mint.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 921

**TBS Registration:** 002270

**Bank Number:** RCM PPE 809

### Staffing

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information

which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.)

**Class of Individuals:** Employees of the RCM and job applicants who are members of the general public.

**Purpose:** This bank provides a record of the information used in staffing positions in the Royal Canadian Mint.

**Consistent Uses:** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted.

**Retention and Disposal Standards:** The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed.

**RDA Number:** 2000/027

**Related PR#:** RCM PRN 919 and 920

**TBS Registration:** 002265

**Bank Number:** RCM PPE 804

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Pay and Benefits

Personnel Security Screening (Reliability Screening/Security Clearance)

Training and Development

Travel and Relocation

# Royal Canadian Mounted Police

## Chapter 132

### Particular Personal Information Banks

#### Auxiliary Police

**Description:** This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security / reliability clearance certificates information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Individuals who have applied for and served as auxiliary police.

**Purpose:** Compiled in the employment process of applicants for auxiliary police.

**Consistent Uses:** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records within this bank are retained for seven years from termination of employment, or two years from the date of the last correspondence, whichever is longer. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001021

**Bank Number:** CMP PPE 809

#### Employment Equity Program

**Description:** This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or noncaucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only.

**Class of Individuals:** Regular, civilian and special constable members, and applicants to the RCMP.

**Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with nontarget group members, and to set objectives for visible minority participation within the RCMP, under the authority of the employment equity Act.

**Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member



Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records are retained for a minimum of three calendar years after the date of last correspondence.

**RDA Number:** 98/005

**Related PR#:** CMP ADM 002

**TBS Registration:** 002103

**Bank Number:** CMP PPE 818

### **Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities**

**Description:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the

Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental, public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs.

**Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities.

**Purpose:** To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes.

**Consistent Uses:** Medical files are used by the OIC National Health Services Policy Centre (NHSPC) or the Regional or Divisional Health Services Personnel (RDHSP) to assess members' suitability to perform various duties,

including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of the RDHSP or the NHSPC exceptional circumstances exist or where the safety of the public or coworkers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP HRMIS, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS). **Retention and Disposal Standards:** Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 922

**TBS Registration:** 001020

**Bank Number:** CMP PPE 808

#### **Personnel Files on Municipal Employees Serving the RCMP**

**Description:** The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security/reliability clearance certificates, starting salary, pay

certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Individuals who have applied for and served the RCMP as municipal employees.

**Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records.

**Consistent Uses:** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records within this bank are retained by the unit being served during employment and are returned to the municipality two years after termination of service.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001023

**Bank Number:** CMP PPE 811

#### **Temporary Civilian Employees**

**Description:** This bank contains personal information on individuals who are currently or who have served in the RCMP as temporary civilian employees. Information in this bank provides a chronological overview of the individual's service in the RCMP and contains application forms for employment, security/reliability clearance certificates, salary information, assessments and memoranda

outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Individuals who have applied for and served as temporary civilian employees.

**Purpose:** Compiled in the employment process of applicants for temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records.

**Consistent Uses:** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 80 years or two years after the individual's death.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001022

**Bank Number:** CMP PPE 810

#### **RCMP General Administrative Records**

**Description:** This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service firearm registrations, identification cards, building passes and parking

permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access.

**Class of Individuals:** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services.

**Purpose:** This information is used for the internal administration of the RCMP.

**Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay and Allowance Records (CMP PPE 806), clothing and kit System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 98/001

**Related PR#:** CMP CMP 918

**TBS Registration:** 001019

**Bank Number:** CMP PPE 807

#### **RCMP Member Conflict of Interest and Post Employment Code Records**

**Description:** The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also

included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities.

**Class of Individuals:** All members of the RCMP.

**Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest.

**Consistent Uses:** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records, CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Records held in division are destroyed when the member is transferred out of the division. Records held at National Headquarters are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed.

**RDA Number:** 98/005

**Related PR#:** CMP ADM 002

**TBS Registration:** 002102

**Bank Number:** CMP PPE 815

### **RCMP Member Discipline Records**

**Description:** This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and

who have been the subject of disciplinary action or misconduct. Discipline files can contain the following: service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken; cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Performance Review and Appraisal Records or CMP PPE 802 RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

**Class of Individuals:** Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct.

**Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions.

**Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against

a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 (Applicants' Cadets Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records); and CMP PPE 818 (Employment Equity Program); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 926

**TBS Registration:** 001017

**Bank Number:** CMP PPE 805

### **RCMP Member Grievance Records**

**Description:** This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

**Class of Individuals:** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP.

**Purpose:** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part.

**Consistent Uses:** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 926

**TBS Registration:** 001016

**Bank Number:** CMP PPE 804

### **RCMP Member Performance Review and Appraisal Records**

**Description:** Information in this bank provides an overview of the member's work performance. The file contains such material as personal interview reports and appraisal reports, guidance and advice, commendations, awards, notification of shortcomings and related

documents, copies of training applications, examination results and records of payment when identified in PERR. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members.

**Purpose:** The bank is used to make decisions on training, transfer, promotion, demotion, employee assistance, postings and termination of employee.

**Consistent Uses:** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 (Applicants/cadets Records); CMP PPU 090 (Honours and Awards); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings) Records ; CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has

not been so designated, it shall be destroyed.

**RD Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001013

**Bank Number:** CMP PPE 801

### **RCMP Member Service Records**

**Description:** Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, outstanding debts, compassionate transfers, language results, linguistic profiles, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS).

**Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members.

**Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program.

**Consistent Uses:** This information may be

used for research, planning, evaluation and statistical purposes. CMP PPU 070 (Applicants'/Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:**

Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 918

**TBS Registration:** 001014

**Bank Number:** CMP PPE 802

**RCMP Member Promotion Board Proceedings Records**

**Description:** This bank contains career resumes, performance indicators, recommendations of Selection Committee or assessment boards, results of promotional

exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Development Process Interview Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank".

**Class of Individuals:** Information in this category is maintained on all constables, noncommissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for promotional transfers by the Selection Committee or who have appeared before Officer Candidate Development Process Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate.

**Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions.

**Consistent Uses:** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 (Applicants'/ Cadets' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 804 (RCMP Member Grievance Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records) and CMP PPE 818

(Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may be linked with the Human Resources Management Information System (HRMIS).

**Retention and Disposal Standards:** Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/30

**Related PR#:** CMP CMP 920

**TBS Registration:** 001015

**Bank Number:** CMP PPE 803

### RCMP Member's Pay and Allowance Records

**Description:** Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the ministry of Public Works and Government Service Canada which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accommodation Charges Directives System (LACDS).

**Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees.

**Purpose:** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Public Works and Government Services Canada for pension purposes. The social insurance number is used in the reporting

of earnings and deductions on T4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. Information from this bank is provided to the contracted company for the purpose of pension and insurance administration. This information is afforded the necessary protection as required by the RCMP and is included in the terms of the contract.

**Consistent Uses:** This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Performance Review and Appraisal Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 98/005

**Related PR#:** CMP CMP 925

**TBS Registration:** 001018

**Bank Number:** CMP PPE 806

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program



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Grievances	Performance Reviews and Employee Appraisals
Harassment	Personnel Security Screening (Reliability Screening/Security Clearance)
Identification and Building Pass Cards	Staffing
Occupational Safety and Health	Training and Development
Official Languages	Vehicle, Ship, Boat and Aircraft Accidents
Parking	
Pay and Benefits	

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## Royal Canadian Mounted Police External Review Committee

### Chapter 133

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Recognition Policy

Staffing

Training and Development

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## Saguenay Port Authority

### Chapter 134

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

Travel and Relocation

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## Sahtu Land & Water Board

### Chapter 135

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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## Sahtu Land Use Planning Board

### Chapter 136

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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## Saint John Port Authority

### Chapter 137

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of the Standard Banks and a description of their content.

Attendance and Leave

Conflict of Interest and Post Employment Conduct

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Identification and Building-Pass Cards

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## Seaway International Bridge Corporation, Ltd.

### Chapter 138

#### Particular Personal Information Banks

##### Bridge Passes

**Description:** This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage.

**Class of Individuals:** Employees.

**Purpose:** The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued.

**Consistent Uses:** May be used for referential

and legal purposes.

**Retention and Disposal Standards:** Five years after cancellation or non-renewal and then retained indefinitely.

**RDA Number:** 85/001

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 000641

**Bank Number:** SIBC PPE 801

##### Sun-Life Insurance Reports

**Description:** This bank contains individual Seaway employee data related to insurance coverage matters.

**Class of Individuals:** Employees of the

institution.

**Purpose:** Sun Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances.

**Consistent Uses:** To establish the monthly premiums of the life, major medical and long term disability insurances.

**Retention and Disposal Standards:** Two years and then destroyed.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002830

**Bank Number:** SIBC PPE 806

### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.

**Class of Individuals:** Departmental employees.

**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.

**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.

**Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed.

**RDA Number:** 85/001

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 000663

**Bank Number:** SIBC PPE 802

### Incentive Awards

**Description:** This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards.

**Class of Individuals:** Employees of the institution.

**Purpose:** To identify individuals for awards under the Federal Government's incentive

awards plan (long service) and the institution's awards program (long service).

**Consistent Uses:** To identify individuals for awards.

### Retention and Disposal Standards:

Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002828

**Bank Number:** SIBC PPE 804

### Pension Plan Records

**Description:** The bank contains individual data pertaining to the Pension Plan.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deduction.

**Consistent Uses:** The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance.

**Retention and Disposal Standards:** 2 years after the outcome, then sent to NAC.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002831

**Bank Number:** SIBC PPE 807

### Taxation Records

**Description:** The bank contains individual Bridge active and some retired employees data related to salary and various deductions including taxes.

**Class of Individuals:** Active and retired employees of the institution.

**Purpose:** The purpose is to comply with Revenue Canada requirements.

**Consistent Uses:** To determine individual Income and Taxes.

**Retention and Disposal Standards:** Six years and then destroyed.

**RDA Number:** TBD

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 002832

**Bank Number:** SIBC PPE 808

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability Screening/Security Clearance)

Staffing

Training and Development

## **Security Intelligence Review Committee**

Chapter 139

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Greivances

Identification and Building-Pass Cards

Hospitality

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Personnel Security Screening (Reliability screening/Security Clearance)

Staffing

Training and Development

## **Sept-Îles Port Authority**

Chapter 140

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Records

Pay and Benefits

Performance Reviews and Employee Appraisals

# Social Development Canada

## Chapter 141

### Central Personal Information Banks

#### Pilot Project in Disability Management

**Description:** Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual.

**Class of Individuals:** Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration.

**Purpose:** The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness.

**Consistent Uses:** Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project.

**Retention and Disposal Standards:** Information will be retained for no less than two years after the last activity relating to the employee's return to work.

**RDA Number:** 98/005

**Related PR#:** SDC CIM 025

**TBS Registration:** 003410

**Bank Number:** SDC PCE 781

### Particular Personal Information Banks

#### Career Planning and Review Inventory

**Description:** This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available.

**Class of Individuals:** Employees in SDC.

**Purpose:** The information in this bank will be

used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit.

**Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning.

**Retention and Disposal Standards:** The retention period is retained for five years.

**RDA Number:** 98/005

**Related PR#:** SDC HRS 025, SDC HRS 040

**TBS Registration:** 005814

**Bank Number:** SDC PPE 802

#### Human Resources Planning Information Program (HRPIP)

**Description:** This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on SDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the

opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed).

**Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time.

**Purpose:** To assist managers in the preparation of their Human Resources Plans.

**Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by SDC's new Human Resources Employee Identification Number System.

**Retention and Disposal Standards:** The information is retained for a minimum of two years following last action.

**RDA Number:** 98/005

**Related PR#:** SDC HRS 025, SDC HRS 040

**TBS Registration:** 005815

**Bank Number:** SDC PPE 812

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Occupational Safety and Health

Official Languages

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## Social Sciences and Humanities Research Council of Canada

### Chapter 142

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## St. John's Port Authority

Chapter 143

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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 Personnel Security Screening (Reliability Screening/Security Clearance)  
 Staffing  
 Training and Development

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## Standards Council of Canada

Chapter 144

### Particular Personal Information Banks

#### Attendance and Leave

**Description:** This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases.

**Class of Individuals:** Standards Council of Canada employees.

**Purpose:** Information is obtained for the administration of employee attendance and leave.

**Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment.

**Retention and Disposal Standards:** The records are destroyed two years after expiry of fiscal year.

**RDA Number:** 98/005

**Related PR#:** SDC AFB 903

**TBS Registration:** 003025

**Bank Number:** SDC PPE 802

#### Conflict of Interest and Post-Employment Code

**Description:** This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC.

**Class of Individuals:** Employees of SCC.

**Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition

of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period.

**Consistent Uses:** To resolve situations of potential and actual conflicts of interest.

**Retention and Disposal Standards:** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903

**TBS Registration:** 003209

**Bank Number:** SDC PPE 805

### **Employee Personnel Record**

**Description:** This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning

military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Employees of the institution.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by Library and Archives of Canada.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903



**TBS Registration:** 003027  
**Bank Number:** SDC PPE 804

### Reliability Checks

**Description:** This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks.

**Class of Individuals:** Successful candidates who have applied for work within the institution, by way of appointment.

**Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly.

**Consistent Uses:** To support decisions on hiring and termination of employment.

**Retention and Disposal Standards:** The information is destroyed two years after the employee leaves the institution.

**RDA Number:** 98/005

**Related PR#:** SDC AFB 903

**TBS Registration:** 003026

**Bank Number:** SDC PPE 803

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank.

**Class of Individuals:** Employees of the Institution.

**Purpose:** To provide documentation for the administration of training and development programs.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee.

**RDA Number:** 85/001

**Related PR#:** SCC AFB 903

**TBS Registration:** 003024

**Bank Number:** SDC PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Performance Reviews and Employee Appraisals

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## Statistics Canada

Chapter 145

### Particular Personal Information Banks

#### Deemed Employees

**Description:** This bank contains signed copies of contracts or memoranda of agreement; signed oaths or affirmation of secrecy; signed copies of the Acknowledgment related to the Oath of Secrecy and the Conflict of Interest and Post-Employment Code; the name of the Division, the name of the individual and the date that the oath or contract was signed.

**Class of Individuals:** Persons who have had research projects approved through the Research Proposal Review Committee for

research projects to be undertaken in a Research Data Centre or through a similar peer review process for research projects undertaken at headquarters or in a regional office.

**Purpose:** To maintain an inventory of contracts signed by individuals who are conducting research or have conducted research which requires access to sensitive statistical information.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for two years after their last administrative use and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC PRN 920

**TBS Registration:** 005102  
**Bank Number:** STC PPE 810

### **Federal Investigative Body Requests**

**Description:** This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/ provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request.

**Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements.

**Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained by the Access to Information and Privacy Office for two years after the last administrative use and then are destroyed.

**RDA Number:** 98/001

**Related PR#:** STC DAC 615

**TBS Registration:** 001603

**Bank Number:** STC PPE 802

### **Human Resources Inventory - Corporate Assignment - Employee**

**Description:** This bank contains personal data such as education, areas of expertise, work experience, language skills, curriculum vitae of individual applicants on Global software and hard copy.

**Class of Individuals:** Statistics Canada employees.

**Purpose:** To establish and maintain a current inventory of departmental personnel interested in assignment opportunities internal to Statistics

Canada or external in another federal government department.

**Consistent Uses:** Conduct searches for qualified departmental candidates for identified assignments. Information is shared on an inter-departmental and inter-governmental level, provided consent is received from all parties involved.

**Retention and Disposal Standards:** Records are kept for a period of three years and then are destroyed.

**RDA Number:** 98/005

**Related PR#:** STC PRN 921

**TBS Registration:** 005103

**Bank Number:** STC PPE 815

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Vehicle, Ship, Boat and Aircraft Accidents

# Status of Women Canada

## Chapter 146

### Particular Personal Information Banks

#### Departmental Credit Card Holder Master File

**Description:** This bank contains information relating to employees of Status of Women Canada who are custodians of a government acquisition card (e.g. Mastercard, Visa, etc) including the following: credit card number, cardholder's name, expiration date, credit limit.

**Class of Individuals:** Authorized employees of Status of Women Canada.

**Purpose:** To ensure that the correct acquisition card accounts are charged for purchases made by employees on behalf of the department.

**Consistent Uses:** The information is used to account for, and report on, departmental expenditures from acquisition cards.

**Retention and Disposal Standards:** Records are retained for two years after last administrative action then destroyed.

**RDA Number:** 99/004

**Related PR#:** SWC PRN 914

**TBS Registration:** 005274

**Bank Number:** SWC PPE 805

#### Long-Term Service Awards

**Description:** This bank contains such records as: name, service entry dates and award distribution.

**Class of Individuals:** Employees of Status of Women Canada.

**Purpose:** The Long-Term Service Award is the means by which Status of Women Canada acknowledges its employees' service achievements.

**Consistent Uses:** To provide commemorating gifts after the appropriate number of years of service.

**Retention and Disposal Standards:**

Operational files are retained for a minimum of two years after the last administrative use then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed.

**RDA Number:** 98/005

**Related PR#:** SWC PRN 918

**TBS Registration:** 005276

**Bank Number:** SWC PPE 810

#### Managerial and Confidential Exclusions

**Description:** This bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code,

level, group, branch and division.

**Class of Individuals:** Records in this bank apply to Status of Women Canada employees excluded from collective bargaining for managerial or confidential reasons.

**Purpose:** The purpose of this bank is to record data on employees excluded from collective bargaining.

**Consistent Uses:** Used for compensation purposes and also in the event of strike actions.

**Retention and Disposal Standards:** Records are retained for five years after the information has been superseded or becomes obsolete then destroyed.

**RDA Number:** 98/005

**Related PR#:** SWC PRN 926

**TBS Registration:** 005277

**Bank Number:** SWC PPE 815

#### Salary Management System

**Description:** This bank contains personal information for each employee of Status of Women Canada including the following: first and last name, occupational category and level, annual salary, employment anniversary date, and financial coding.

**Class of Individuals:** Employees of Status of Women Canada which includes full-time, term, part-time, casual, students, secondments in and secondments out.

**Purpose:** The Salary Management System is the department's financial record keeping system for salary management.

**Consistent Uses:** It is a forecasting tool to assist managers in administering their salary and full-time equivalent resources for the current fiscal year.

**Retention and Disposal Standards:** Records are retained for 5 years after superseded or obsolete then disposed.

**RDA Number:** 98/005

**Related PR#:** SWC PRN 925

**TBS Registration:** 005278

**Bank Number:** SWC PPE 820

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Telefilm Canada

### Chapter 147

## Particular Personal Information Banks

### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, groups, levels, titles, salaries and bonuses; superannuation and insurance, including names

of beneficiaries and certificates; termination of employment and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above.

**Class of Individuals:** Employees of the Corporation.

**Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable and to National Health and Welfare for pension purposes.

**Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two

years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime.

**RDA Number:** 98/005.

**Related PR#:** TFC PRN 921

**TBS Registration:** 000308.

**Bank Number:** TFC PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this document for the definition of Standard Banks and a description of their contents.

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## Thunder Bay Port Authority

Chapter 148

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Toronto Port Authority

Chapter 149

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Particular Personal Information Banks

#### **Airport Airside Restricted Area Pass (ARAP)**

**Description:** This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers.

**Class of Individuals:** TPA employees and airport tenants.

**Purpose:** This bank processes pass applications.

**Consistent Uses:** The information in this bank would be used in the event of a breach of security.

#### **Retention and Disposal Standards:**

Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**TBS Registration:** 004370

**Bank Number:** TPA PPU 015

#### **Airport Airside Vehicle Operators Permit (AVOP)**

**Description:** This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names,

addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP.

**Class of Individuals:** TCCA employees and airport tenants.

**Purpose:** This bank processes AVOP applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport.

**Retention and Disposal Standards:** Applications are retained for five years after the expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**TBS Registration:** 004371

**Bank Number:** TPA PPU 020.

#### **Airport Employee Ferry Pass**

**Description:** This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs.

**Class of Individuals:** TPA staff, airport tenants, frequent flyers.

**Purpose:** This bank processes employee ferry pass applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

**Retention and Disposal Standards:**

Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**TBS Registration:** 004372

**Bank Number:** TPA PPU 025.

#### **Airport Ferry Vehicle Pass**

**Description:** This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information.

**Class of Individuals:** TPA employees and airport tenants.

**Purpose:** This bank processes ferry vehicle pass applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry.

**Retention and Disposal Standards:**

Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**TBS Registration:** 004373

**Bank Number:** TPA PPU 030

#### **Airport Parking Pass**

**Description:** This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information.

**Class of Individuals:** TPA employees and airport tenants.

**Purpose:** This bank processes parking pass applications.

**Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized parking at the parking lot.

**Retention and Disposal Standards:**

Applications are retained for five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**TBS Registration:** 004374

**Bank Number:** TPA PPU 035.

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Transport Canada

## Chapter 150

### Particular Personal Information Banks

#### Awards Program

**Description:** The bank includes information on public servants who have been nominated for awards under the Transport Canada (TC) Awards Program. Such information may include years of service, curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award.

**Class of Individuals:** Employees of the Department who have been nominated for awards under the TC's Awards Program.

**Purpose:** To identify individuals who have been nominated for awards under the TC's Awards Program.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds.

#### **Retention and Disposal Standards:**

Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 002306

**Bank Number:** DOT PPE 808

#### TC Directory Plus (TCD)

**Description:** The TC Directory Plus (TCD) is an electronic directory of employees, students, consultants and agency personnel working for Transport Canada. Personal information captured in this system includes the name, business title, business address, telephone number, fax number, e-mail address, work location, PRI number (which is used to eliminate duplicate entries), generic employment status, position number, official position title (these last three fields are visible to only the individual and their manager) of the individual within the organizational structure.

**Class of individuals:** Employees, students, consultants and agency personnel working for Transport Canada.

**Purpose:** The TCD is a web-based application that is the source of data that is sent to the Government Electronic Directory Service (GEDS) on a weekly basis, both the internal and external Transport Canada Web Site on a daily basis and the Transport Canada e-mail Global Address List (GAL) immediately. The Technology and Information Management Services Directorate (TIMSD) maintains the TCD application in order to provide a single point for individuals to make sure that their contact information is correct.

**Consistent Uses:** The TCD data is forwarded to Security Screening Section in order for that section to ensure that proper security screening has been performed before the individual's information is officially entered into the TCD. For consistent use purposes, the individual's name, title, business address, telephone number, fax number, and e-mail address are disclosed to, and publicly available through, the Government Electronic Directory Service (GEDS) found on the Government of Canada's website.

**Retention and Disposal Standards:** Data is retained for two years after an individual leaves the department and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 005852.

**Bank Number:** DOT PPU 826

#### Transport Integrated Personnel System (TIPS)

**Description:** The Department maintains a personnel management information system on positions and employees. Data cover leave, base pay, staffing, classification, official languages, employment equity and staff relations.

**Class of Individuals:** Transport Canada employees.

**Purpose:** The information is used as a management tool to support personnel functions such as human resources planning and employment equity; to produce management reports such as official languages, employment equity, overview of employee age/service, possible retirement projections, as well as to interface with central agencies.

**Consistent Uses:** For the purpose described above.

**Retention and Disposal Standards:** Data is maintained, archived or destroyed after two

years.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 001073

**Bank Number:** DOT PPE 801

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Personnel Security Screening (Reliability Screening/Security Clearance)

Vehicle, Ship, Boat and Aircraft Accidents

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## Transportation Safety Board of Canada

Chapter 151

### Particular Personal Information Banks

#### Employee Profiles

**Description:** This bank which contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a periodic basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB.

**Class of Individuals:** Current indeterminate and new employees.

**Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers.

**Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory and human resource management reports. Additionally, it is used from time to time to identify candidates for in-house temporary assignments.

**Retention and Disposal Standards:** Information on current employees is retained by

the Board for the period of employment and will then be destroyed during a semi-annual update of this bank.

**RDA Number:** 98/005

**Related PR#:** TSB PSB 650

**TBS Registration:** 002982

**Bank Number:** TSB PPE 805

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Occupational Safety and Health

Official Languages



Parking

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Appraisals

Personnel Security Screening (Reliability  
Screening/Security Clearance)

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Staffing

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## Treasury Board of Canada Secretariat

Chapter 152

### Central Personal Information Banks

#### Access to Information and Privacy (ATIP) Community Awards for Excellence

**Description:** The bank includes information on individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community who have been nominated for awards under the ATIP Community Awards for Excellence initiative. Information may include curriculum vitae, narratives of support of meritorious contributions related to nominees duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria.

**Class of Individuals:** All past and present employees of the ATIP Community or other individuals who have been nominated for awards under the ATIP Community Awards for Excellence initiative.

**Purpose:** The purpose of this bank is to maintain records of individuals who have been nominated and/or selected for awards under the ATIP Community Awards for Excellence.

**Consistent Uses:** The information in this bank is used to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process.

**Retention and Disposal Standards:** Nomination records will be maintained for a minimum of 5 years after the award selection decision, award recipient records (including the recipient's nomination records) will be maintained for a minimum of 10 years after the award selection decision.

**RDA Number:** To be determined

**Related PR#:** TBS GOS 001

**TBS Registration:** 005082

**Bank Number:** TBS PCE 704

#### Adjudication – Section 92 (PSSRA)

##### References

**Description:** The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received.

**Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication.

**Purpose:** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances.

**Consistent Uses:** The information in this bank is used to provide background information for research purposes.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 440

**TBS Registration:** 001958

**Bank Number:** TBS PCE 705

#### Adjudication – Section 98 and 99 (PSSRA)

##### References

**Description:** The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions.

**Class of Individuals:** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted.

**Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award.

**Consistent Uses:** It is used to provide background information for research purposes.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed.

Some samples were transferred to the National Archives of Canada for retention.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 440

**TBS Registration:** 001959

**Bank Number:** TBS PCE 706

#### **Certification**

**Description:** This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act.

**Class of Individuals:** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process.

**Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations.

**Consistent Uses:** The information in this bank is used for reference and to provide background for research purposes.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 445

**TBS Registration:** 001960

**Bank Number:** TBS PCE 722

#### **Complaints by Bargaining Agents**

**Description:** The bank contains representations made by complainants and may include names of complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board.

**Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted.

**Purpose:** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act.

**Consistent Uses:** Information in the bank is used to provide background information for research purposes.

**Retention and Disposal Standards:** Records

are retained for 10 years and then destroyed.

Some samples were transferred to the National Archives of Canada for retention.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 470

**TBS Registration:** 001961

**Bank Number:** TBS PCE 728

#### **Enlargement of Time to Present a Grievance**

**Description:** The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. It may contain names of employees.

**Class of Individuals:** Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances.

**Purpose:** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

**Consistent Uses:** The information in this bank is used for reference and to provide background information for research purposes.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 470

**TBS Registration:** 001744

**Bank Number:** TBS PCE 740

#### **Grievances**

**Description:** The bank contains information on grievances referred to adjudication that were withdrawn by the grievors and may contain names of grievors.

**Class of Individuals:** All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication.

**Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary.

**Consistent Uses:** The information in the bank is also used to provide background information for research purposes.

**Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 470

**TBS Registration:** 005055

**Bank Number:** TBS PCE 750

### **National Joint Council Grievances**

**Description:** This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever.

**Class of Individuals:** Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee.

**Purpose:** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC.

**Consistent Uses:** Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents.

**Retention and Disposal Standards:** Records are retained for 10 years and then transferred to the National Archives of Canada for permanent retention.

**RDA Number:** 94/011

**Related PR#:** TBS HRMO 015

**TBS Registration:** 002569

**Bank Number:** TBS PCE 770

### **Public Service Pension Cases**

**Description:** This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to

specific aspect of the individual's pension situation.

**Class of Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act.

**Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfilment of Treasury Board's obligation to administer pension statutes.

**Consistent Uses:** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years.

**RDA Number:** 93/031

**Related PR#:** TBS HRMO 380

**TBS Registration:** 005062

**Bank Number:** TBS PCE 789

### **Relocation Policy Exceptions – Individual Cases**

**Description:** This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy.

**Class of Individuals:** Any individuals whose

relocation costs are partially or completely paid by the government.

**Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations.

**Consistent Uses:** Information is used for research in policy development, and in considering other requests for relocation policy exceptions.

**Retention and Disposal Standards:** Textual and Electronic Records are retained for 10 years and then destroyed.

**RDA Number:** 93/031

**Related PR#:** TBS HRMO 085

**TBS Registration:** 005063

**Bank Number:** TBS PCE 792

### Special Pension Plans

**Description:** This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors.

**Class of Individuals:** Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act; employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament.

**Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above.

**Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Non-

historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years.

**RDA Number:** 93/031

**Related PR#:** TBS HRMO 380

**TBS Registration:** 005064

**Bank Number:** TBS PCE 799

### Submissions to Treasury Board

**Description:** This bank may contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

**Note:** The information collected in this bank will be transferred to the Executive Group Classification Information System.

**Class of Individuals:** This information related to employees of the public service and, in pension cases, their dependants and survivors.

**Purpose:** The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

**Consistent Uses:** Information used for decision making

**Retention and Disposal Standards:**

Retention and Disposal Standards are being finalized.

**RDA Number:** 97/028

**Related PR#:** TBS SPC 015

**TBS Registration:** 003562

**Bank Number:** TBS PCE 802

### Travel Policy Exception – Individual Cases

**Description:** This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts's notes on individual cases pertaining to requests for travel

policy exceptions.

**Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of the travel policy.

**Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions

**Retention and Disposal Standards:** Textual and Electronic Records: retained for 10 years and then destroyed.

**RDA Number:** 93/0031

**Related PR#:** TBS HRMO 085

**TBS Registration:** 002570

**Bank Number:** TSB PCE 803

## Particular Personal Information Banks

### Access Control and Identification Cards

**Description:** This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera.

**Class of Individuals:** Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis.

**Purpose:** The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings.

**Consistent Uses:** For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards.

**Retention and Disposal Standards:** Types of

information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI.

**RDA Number:** 98/001

**Related PR#:** TBS PRN 931

**TBS Registration:** 005083

**Bank Number:** TBS PPE 815

### Complaints – Canadian Human Rights Commission

**Description:** This bank contains complaints lodged against Treasury Board and related CHRC's decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent Uses are to provide specific and general documentation for research purposes.

**Class of Individuals:** This information relates to individuals who have lodged a CHRC complaint against Treasury Board.

**Purpose:** The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board.

**Consistent Uses:** Consistent Uses are to provide specific and general documentation for research purposes.

**Retention and Disposal Standards:** Human Rights complaints in general are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan (PSMIP) need to be determined. Complaints related to pensions are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Public Service Health Care Plan (PSHCP) need to be determined. Complaints related to official languages equitable participation are retained for 10 years and then sent to the National Archives of Canada. Complaints related to pay

for work of equal value are retained for 10 years and then destroyed. Complaints related to nursing group are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Hospital Services Group are retained for 25 years and then destroyed. Complaints related to maternity leave without pay need to be determined.

**RDA Number:** 93/031

**Related PR#:** TBS HRMO 505

**TBS Registration:** 005050

**Bank Number:** TBS PPE 803

#### **Departmental Assignments Program (DAP)**

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence.

**Class of Individuals:** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments.

**Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments.

**Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes.

**Retention and Disposal Standards:** Being determined

**RDA Number:** To be determined

**Related PR#:** TBS PRN 920

**TBS Registration:** 005067

**Bank Number:** TBS PPE 805

#### **Employee Personnel Record**

**Description:** The file may contain completed personal history forms; information relating to security briefings, security clearances; conflict of interest and post-employment code; appointments, transfers, promotions, classification, performance appraisal and employee evaluations; requests for training and evaluation; auto identifications under the Employment Equity Program; the status of an employee; career development plans; disciplinary actions; manager's copy of the leave forms; reliability checks.

**Class of Individuals:** Employees of the institution.

**Purpose:** Information provides a record of an individual's employment and is maintained for

the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary, which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are coordinated in the interests of both the individual and the employer.

**Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references.

**Retention and Disposal Standards:** The personnel or employee file shall be retained by the employing institution for the duration of employment plus one (1) year. The institution shall then transfer it to the National Archives Federal Records Centre (FRC). The National Archives will destroy the civilian personnel file when the individual turns eighty (80) years of age provided two years have elapsed since the last administrative action.

**RDA Number:** 98/005

**Related PR#:** TBS HRMO 390

**TBS Registration:** 004392

**Bank Number:** TBS PPE 800

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Trois-Rivières Port Authority

### Chapter 153

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

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## Vancouver Port Authority

### Chapter 154

#### Particular Personal Information Banks

##### Garnishment

**Description:** This bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken.

**Class of Individuals:** Authority employees.

**Purpose:** The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure the Authority responds to Court Orders within the time limits specified in the legislation.

**Consistent Uses:** None

**Retention and Disposal Standards:** The records are retained for five years after administrative action is completed then destroyed.

**RDA Number:** 98/005

**Related PR#:** VPA HUR 060

**TBS Registration:** 004279

**Bank Number:** VPA PPE 801

##### Human Resources Information System (HRIS)

**Description:** Employee database containing: name, home address and telephone number, emergency contact, birth date, sex, hire date, seniority date, pension date, job history, salary history, training, education and absences.

**Class of Individuals:** Authority employees.

**Purpose:** The purpose of this system is to produce reports to department heads in order to

facilitate their personnel decision making.

**Consistent Uses:** None

**Retention and Disposal Standards:**

Computerized records are updated as required.

**RDA Number:** 98/005

**Related PR#:** VPA HUR 060

**TBS Registration:** 004280

**Bank Number:** VPA PPE 802

#### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Veterans Affairs Canada

### Chapter 155

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### Central Personal Information Banks

#### Employee Medical Records at Ste. Anne's Hospital

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counseling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants, former public servants and prospective public servants at Ste. Anne's Hospital.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counseling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements.

**Consistent Uses:** Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada.

**Retention and Disposal Standards:** Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to the National Archives of Canada and are preserved

in accordance with the regulations governing medical documents.

**Related PR#:** VAC MVA 025

**TBS Registration:** 003645

**Bank Number:** VAC PCE 738

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Western Economic Diversification Canada

Chapter 156

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Windsor Port Authority

Chapter 157

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Staffing

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## Yukon Surface Rights Board

Chapter 158

The annual update for this institution was not received for inclusion in the 2004-2005 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.