



## OFFICE OF THE CHIEF HUMAN RESOURCES OFFICER PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
<b>Attendance and Scheduling</b>	Office of the Chief Human Resources Officer	Municipal Act 2001, SO 2001 c 25	Lieu time, vacation, sick, personal, floater days, vacation entitlements, educational days, leaves of absence, bereavement leaves	To track and record employee attendance, vacation entitlements and sick time	Human Resources staff	City employees	Current +7 years
<b>Employee Benefits</b>	Office of the Chief Human Resources Officer	Municipal Act 2001, SO 2001 c 25	Name, payroll number, dependant coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	Track and maintain records for billing discrepancies	Human Resources staff	City employees	Until superseded + 5 years
<b>Employee Personnel Files</b>	Office of the Chief Human Resources Officer	Employment Standards Act, RSO 1990, c E14; Employment Insurance Act, RSC 1985, c U1; Ontario Municipal Employees Retirement System Act, RSO 1990, c O29; Workplace Safety and	May contain name, address, social insurance number, telephone number, age, date of birth, dependant status, work history, performance ratings, salary adjustments, grievances,	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for	Human Resources staff, Payroll service staff, Deputy City Managers, Managers, Department Heads	City employees	T (end of employment) + 16 years

		Insurance Act 1997, SO 1997, c16; Municipal Act 2001, SO 2001, c 25	disciplinary action, commendations, sex, marital status, OHIP number, driver's license number, attendance records, resume, payroll and benefit information, name and address of beneficiary, interview questions, vacation records, TD1 form for income tax, education and training history, pension information	Human Resources administration			
<b>Employment Applications</b>	Office of the Chief Human Resources Officer	Employment Standards Act 2000, SO 2000, c41; Municipal Act 2001, SO 2001, c25	Name, address, telephone number, e-mail address, application form, resume, cover letter, level of education, work history, names of relatives working for the City	To identify potential candidates for job competitions and to determine eligibility for employment	Human Resources staff, Department Heads, Managers and Supervisors	Applicants for jobs with the City	Current + 7 years
<b>Grievance Records</b>	Office of the Chief Human Resources Officer	Labour Relations Act 1995, SO 1995, c1	Name, grievance forms, disciplinary notices, replies, grievance decision awards, supporting documentation,	To document the grievance process	Human Resources staff, City Manager, Legal Services, Department	Griever, witnesses	T (end of employment) + 16 years

			arbitration notices, communications, arbitrator decisions		Heads and Managers		
<b>Non-Occupational Absence Files</b>	Office of the Chief Human Resources Officer	Employment Standards Act 2000, SO 2000, c41	Name, date of birth, long term disability forms, medical history, lost time, correspondence	To document each absence including information related to long term disability	Human Resources staff	City employees who are absent from work due to a non-occupational injury or illness and who require accommodation assistance with returning to work	Permanent
<b>Occupational Health and Safety</b>	Office of the Chief Human Resources Officer	Occupational Health and Safety Act, RSO 1990, c O1	Name, department, date, training topic, date of birth, age, incident/accident forms, immunization records	To document training, administer proactive hearing tests and to proactively immunize if work conditions require it	Human Resources staff, relevant department heads	City employees who take training from Human Resources, receive hearing tests, or immunization	T (end of employment) + 10 years
<b>Recruitment Files</b>	Office of the Chief Human Resources Officer	Employment Standards Act 2000, SO 2000, c41; Municipal Act 2001, SO 2001, c25	Name, address, phone number, e-mail address, age, convictions without pardons, names of relatives working for the City, education, employment history, references	To document the hiring process	Human Resources staff, Deputy City Managers, Department Heads, Managers, Supervisors	Applicants for City jobs	Current + 7 Years
<b>Salary Administration</b>	Office of the Chief Human Resources Officer	Municipal Act 2001, SO 2001, c25	Name, employee number, department, position, salary information, City complement report, City vacancy report, City staff statistics,	To track employee salary history and for pay equity purposes	Human Resources staff	City employees	Current + 7 Years

			salary increase information, salary schedules, compensation surveys				
<b>Volunteer Management</b>	Office of the Chief Human Resources Officer; other participating departments	Municipal Act 2001, SO 2001, c25	Name, date of service, employee number, department, position, emergency contact, training registration forms, employee service awards, recognition programs, engagement survey, take our kids to work	Registration lists, training database, surveys, competency development reports, diversity and mentoring program	Human Resources staff; participating departmental staff	Volunteers	Current + 7 years
<b>Workplace Safety Insurance Act Claims</b>	Office of the Chief Human Resources Officer	Workplace Safety and Insurance Act 1997, SO 1997 c16	Name, date of birth, social insurance number, medical history, claim form number, sex, marital status, lost time reports, Workers Safety and Insurance Board accident reports	To document and record each compensation claim	Human Resources staff	City employees with WSIB claims	E (date of last entry) + 20 years
<b>Canada Savings Bond Application Forms</b>	Human Resources; Alectra (formerly PowerStream)	Municipal Act 2001, S.O. 2001, c.25, as amended; Income Tax Act, R.S.O 1990, c.I.2 as amended;	Employee name, address, social insurance number, dollar value of bonds purchased and	To deduct funds from an employee's earnings and apply them toward purchase of Savings Bonds	Human Resources Staff; Financial Services staff; Government of	Employees who have purchased Canada Savings Bonds through payroll deduction	Current + 7 years

	payroll offices; City Archives	Income Tax Act R.S.C. 1970-71-72, c.C.63 as amended	deductions per pay period		Canada employees		
<b>Credit Union Applications for Deductions</b>	Human Resources; Alectra (formerly PowerStream) payroll offices; City Archives	Municipal Act 2001, S.O. 2001, c.25, as amended; Income Tax Act, R.S.O 1990, c.I.2 as amended; Income Tax Act R.S.C. 1970-71-72, c.C.63 as amended	Employee name, credit union name, credit union address, account number, account deducted per pay period	To deduct a fixed sum of money from an employee's earnings and deposit funds into their credit union account	Payroll staff, credit union staff	Participants	Current + 7 years
<b>Payroll Working Papers</b>	Human Resources: Alectra (formerly) PowerStream payroll offices; City Archives, JDE	Municipal Affairs Act, as amended; Municipal Act, 2001, as amended; Income Tax Act, as amended; Workplace Safety and Insurance Act, 1997, as amended; Canada Pension Plan, Unemployment Insurance Act; Employment Standards Act	Employee name, home address, start date, social insurance number, salary, deductions per pay, net pay, benefits, attendance sheets and T4 copies	Processing for pay periods	Human Resources staff; Financial Services staff, payroll staff, City Auditor	City of Vaughan employees	Current + 7 years
<b>Records of Employment</b>	Human Resources; Alectra (formerly PowerStream) payroll offices; City Archives;	Unemployment Insurance Act, R.S.C. 1985, c.U.1 as amended	Employee name, social insurance number, pay rates, period of employment, date separated/terminated	To administer employment and benefit programs of Canada Employment and Immigration Commission, and for	Human Resources staff; Financial Services staff, payroll staff, Canada	Separated/terminated employees, employees no longer with the City of Vaughan	T (end of employment) + 16 years

	Secured Sharepoint Site			statistical, planning and internal audits	Revenue Agency staff		
<b>T4 Statements</b>	Human Resources; Alectra (PowerStream) payroll offices; City Archives; Secure Sharepoint site	Municipal Affairs Act, as amended; Municipal Act, 2001, as amended; Income Tax Act, as amended; Workplace Safety and Insurance Act, 1997, as amended; Canada Pension Plan, Unemployment Insurance Act; Employment Standards Act	Employee name, address, social insurance number, yearly earnings and deductions	To provide employees with information about their tax returns	Human Resources staff; Financial Services staff, payroll staff, Canada Revenue Agency staff	City of Vaughan employees	Current + 7 years
<b>Workplace Safety and Insurance Act Reports</b>	Human Resources; Alectra (formerly PowerStream) payroll offices; City Archives	Municipal Act 2001, S.O. 2001, c.25, as amended; Income Tax Act, R.S.O 1990, c.I.2 as amended; Income Tax Act R.S.C. 1970-71-72, c.C.63 as amended	Employee name, social insurance number, assessed earnings and yearly hours worked	To complete reports as required by the Workplace Safety and Insurance Act	Human Resources staff; Financial Services staff, Alectra payroll staff, Human Resources staff	City employees who receive WSIB compensation	E (date of last entry) + 20 years