

City of Brampton

Personal Information Bank Register



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Introduction

The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, Section 34(1) requires the City of Brampton to keep an updated Personal Information Bank and to make it available for the public to view.

Personal Information Bank is defined in *MFIPPA* as “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.” The Register includes a description of the Personal Information maintained to support each division’s programs and activities. For each Personal Information Bank, the following information is provided: the department maintaining the records; legal authority for collection; identifying data; how the information is used; who is authorized to use the information; and retention and disposition.

The list of personal information banks below indicate the data that resides with each of our Departments. You may utilize this register to find what you are looking for by doing a key word search (keys to press: Ctrl+ F) or by scrolling through each of the Departments. The Personal Information Bank Register, along with a brief list of records to help you navigate, is arranged for the City of Brampton as follows:

- City- wide Personal Information Banks
- Corporate Services (Legal, Court Administration, Purchasing, etc.)
- Community Services (Animal Services, Recreation, etc.)
- Public works and Engineering (snow removal, Cemetery Records)
- Planning and Development Services (Permits, Building and Zoning, etc.)
- Fire Services
- Human Resources (Employee Files)
- Brampton Transit
- Clerk’s (Licencing, Civil Marriage Ceremonies, Access to Information, etc.)
- Economic Development and Culture Office (Theatre tickets and bookings, etc.)
- Office of the Chief Administrative Officer (Internal Audit, Strategic Planning)

The Role of the Head

As required by *MFIPPA*, the City of Brampton has designated the City Clerk as the Head. The Head is responsible for making sure that the “institution” (the City of Brampton) properly discharges its statutory obligations under *MFIPPA*. In discharging this responsibility, the Head makes sure that the departments/divisions adhere to City procedures and practices that promote compliance with *MFIPPA*.

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1. City-Wide Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
1.1	Employee Administrative List	Municipal Act	Employee name, address, phone number, date of birth, date of retirement, emergency and/ or family contact	To call out for shifts/ overtime, contact employees for meetings/ appointments or in case of emergency. To inform team of birthdays/ retirement for celebration	Authorized City Staff	Employees.	6 years after last administrative use (BF.x)
1.2	Customer Relation Management	Municipal Act	Names, address, contact information, consent of individual.	To manage and engage community agencies and the public	Authorized City Staff	Public	6 years after last administrative use (BF.x)
1.3	Supervisor's Report of Employee Accident/Incident (SREA)	Municipal Act	Employee name, address, phone number	To report incidents to the Workplace Safety Insurance Board, Joint Health and Safety Committee and Ministry of Labour	Authorized City Staff	Employees	23 years after last administrative use (GG.x)
1.4	Public Information/ Community Engagement Meetings	Municipal Act	Name, Phone Number, Address, Email Address	To collect feedback Information, and sign in form	Authorized City Staff	Public	5 years from end of fiscal year (CD.x)

1.5	Inquiries, Complaints and Commendation via Call Centre	Municipal Act	Records relating to the exchange of communication regarding Brampton services, name, address, contact information of the complainant	To document and investigate complaints and commendations from the public	Authorized City Staff	Public	6 years from last administrative use (BO.x)
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2. Corporate Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
2.1	Payroll Records	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Act, Collective Agreements	Name, address, telephone number, banking information, benefits, earnings, social insurance number; deductions may include union dues, garnishee, worker compensation payments, pension and income tax	To process payroll and T-4 summaries	Authorized City Staff; Auditors and Regulatory Agencies	Employees; and Members of Council	75 years from end of current fiscal year (EI.x)
2.2	Tax Roll	Municipal Act, Assessment Act	Name, address of property owners, tax amounts	To administer tax collection process	Authorized City Staff; Auditors and Regulatory Agencies	Public	6 years from end of current fiscal year (EA.a)
2.3	Local Improvement Roll	Local Improvement Act	Name, address of property owners and amount of local improvement assessed to each property	To collect local improvement charges	Authorized City Staff; Auditors and Regulatory Agencies	Public	6 years from end of current fiscal year (EA.a)
2.4	Revenue Collections	Municipal Act, Assessment Act, Harmonized Sales Tax Act, Provincial Offences Act	Name, address, payment history, telephone number, banking information, driver's license, plate numbers, credit checks	To administer receivables and collect payments for property tax, transit fares, subsidies, grants, trusts, permits, licensing, parking tickets, provincial offences court orders, and facility rental purposes	Authorized City Staff; Auditors and Regulatory Agencies	Public	6 years from end of current fiscal year (ED.x)

2.5	Property Tax Accounts	Municipal Act, Assessment Act	Name, address of tax account holder	To administer property tax accounts, including billing, payments, statements and delinquent accounts	Authorized City Staff	Public	6 years from end of current fiscal year (EA.a)
2.6	Applications for Tax Relief	Municipal Act	Name, address, telephone number, financial status of persons requesting relief	To determine eligibility for tax relief	Authorized City Staff; and Auditors	Public	6 years from end of current fiscal year (EA.a)
2.7	Accounting Records	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable)	To process financial transactions	Authorized City Staff; Auditors; Regulatory Agencies; and Financial Institutions	Public; Employees; and Members of Council	6 years from end of current fiscal year (EF.a)
2.8	Expense Accounts	Municipal Act, Insurance Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized City Staff; and Auditors	Employees; and Members of Council	7 years from end of current fiscal year (EC.x)
2.9	Insurance Claims	Municipal Act, Insurance Act	Name, address, telephone number, witness(s), accident/incident reports; police, fire, ambulance report; vehicle driver's plate and licence; medical information, and photographs, gender	To administer claims filed against the City	Authorized City Staff; Auditors and insurance adjusters	Public	Variable, 6 to 50 years after case closed (EB.a)
2.10	Accounts Payable – Third Party	Municipal Act, Fuel Tax Act, Excise Tax Act	Name, address, telephone number, credit card number, banking information, credit checks (where applicable), SIN # (where applicable)	To process financial transactions	Authorized City Staff; Auditors; Financial Institutions; and Regulatory Agencies	Public	7 years from end of current fiscal year (EC.x)

2.11	Accounting – Donations Tax Receipt	Excise Tax Act	Name and address	To issue official donations receipt for income tax purpose	Authorized City Staff; and Regulatory Agencies	Public	6 years from end of current fiscal year (EA.a)
2.12	Employment Information	Excise Tax Act	Name, address, telephone number, title, SIN #	To issue CRA T2200 (Condition of Employment) form	Authorized City Staff; and Regulatory Agencies	Employees; and Members of Council	6 years from end of current fiscal year (EA.a)
2.13	Accounts Payable – Staff and Elected Officials	Municipal Act, Insurance Act, Excise Tax Act	Name, address, telephone number, credit card statements, expenses or mileage claims and banking information	To reimburse staff and members of council for travelling and business expenses incurred	Authorized City Staff; Auditors; Financial Institutions; and Regulatory Agencies	Employees; and Members of Council	7 years from end of current fiscal year (EC.x)
2.14	Purchasing Credit Card	Municipal Act, Customs Act, Harmonized Sales Tax Act.	Name, number, City credit card number, banking information	To process payment of goods	Authorized City Staff; Auditors; Financial Institutions	Employees	7 years from end of current fiscal year (EC.x)
2.15	Animal Services Case Files	Municipal Act, Provincial Offences Act	Name, address, phone number, email address of complainant, victim, witnesses, animal Owners, owners, tenants, trustees, agents, photographs, maps, witness statements, licensing information, notes, notices, legal documents (summons', information, first attendance, screening and hearing decisions, prosecution files and dispositions, etc.), public health records	To enforce and investigate potential by-law infractions and assemble evidence for potential court prosecution; to provide updates to complainants, legal requirements for prosecution purposes, dispose of complaints and/or investigations; to identify animals and their owners and establish lawful ownership, public health, track communicable diseases; to monitor animal health,	Authorized City Staff	Public	7 years from last administrative use (BJ.x)

				to meet the required monitoring and tracking by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA); and to investigate incidents			
2.16	Licensing Information	Municipal Act	Name, address, home telephone number, previous address, place and date of birth, height, weight, build, hair and eye colour, social insurance number, driver's license number, vehicle registration, photograph, driver's abstract, medical certificate, vehicle permit, safety standards certificate, insurance certificate, Canadian police clearance letter, copy of passport, copy of residency documents, copy of work permit	To provide protection to the public, for zoning control; to ensure compliance	Authorized City Staff	Public	Permanent retention (BJ.x)
2.17	Visitor Overnight Parking Permit	Municipal Act, Municipal Parking By-law	Name, address, telephone number, vehicle license plate number, email address	To administer overnight parking program; to schedule screenings and hearings for dispute resolution; to collect outstanding fines	Authorized City Staff	Public	2 years from last administrative use (BI.x)
2.18	Permit & Exemption Documentation Files and Records	Municipal Act; Provincial Offences Act	Name, address, phone number and possibly email address of applicant and/or property owners vehicle owner information (including date of birth and driver license information), tenants, guests, contractors, permit and exemption documentation, photographs, maps, notes,	To enforce and investigate potential by-law infractions and obtain evidence for potential court prosecution, legal & by-law requirement; to establish lawful exemptions and validate/	Authorized City Staff; Regional Health Department; Regional Prosecutor; Court Clerks; Provincial Judges or Justice of the Peace;	Public	6 years from last administrative use (BJ.x)

			notices, emails, complaint information, correspondence pertaining to investigations, public health records, information in hard copy and potentially electronic format	issue permits	Ministry of Transportation; Police Agencies		
2.19	Parking Ticket and Administrative Monetary Penalties	Municipal Act, Highway Traffic Act; Municipal By- Laws	Name, address, telephone number of registered vehicle owner, business owner, agent, trustee, birthdate of registered owner	To obtain evidence for potential court prosecution, first attendance, screening and hearings disputes; to allow for correspondence and mailings of past due notices or notices of trial; and to collect outstanding fines	Authorized City Staff; Regional Health Department; Regional Prosecutor; Court Clerks; Provincial Judges or Justice of the Peace; Ministry of Transportation; Police Agencies	Public	6 years from last administrative use (BI.x)
2.20	Litigation	Municipal Act, Civil Act, Insurance Act, Real Property Limitations Act, Registry Act, Land Titles Act, Expropriation Act, Planning Act.	Name, address, telephone number.	To litigate claims against the City; to defend the City's position at the Ontario Municipal Board	Authorized City Staff; Regional Health Department; Regional Prosecutor; Court Clerks; Provincial Judges or Justice of the Peace; Ministry of Transportation; Police Agencies	Public	Permanent (GB.a)
2.21	Prosecutions	Municipal Act, Provincial Offences Act, City By-laws.	Name, address, date of birth, telephone number, driver's licence number (when applicable), photographs and witness names, addresses,	To administer legal proceedings under Part 1, 2, and 3 of the Provincial Offences Act.	Authorized City Staff.	Public	6 years after last administrative use (GC.x)

			telephone number and witness statements				
2.22	Litigation Files Involving Claims	Municipal Act, Insurance Act.	Name, address, details of litigation (where filed by individual name).	To commence or defend claims against the City and/or City employees	Authorized City Staff.	Public	Permanent (GB.a)

3. Community Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
3.1	Facility Bookings	Municipal Act	Customer name, address, telephone number, cheque, debit, or credit card payment information. May include medical details in case of an emergency, insurance details and liability release forms	To book facilities for rental purposes	Authorized City Staff and Auditors.	Public	5 years from fiscal year end (DB.x)
3.2	Recreation Membership and Program Registration and Refunds	Municipal Act	Participant and/or parent/guardian name, address, email address, phone number, birth date, attendance log sheets, sign-in forms, cheque, cash, debit or credit card payment information, health card number, emergency contact information, waiver forms, special medical needs or assistance requirements	To process program registrations, refunds, memberships; to advise participants of upcoming events	Authorized City Staff; Auditors; and other government agencies such as Children's Aid Society etc.	Public.	6 years from fiscal year end (ED.x)
3.3	Active Assist	Municipal Act	Financial Information, name, family composition	To process subsidized program registrations	Authorized City Staff and Auditors.	Public.	6 years from fiscal year end (ED.x)
3.4	Events, Surveys and Contests	Municipal Act	Name, address, telephone number, email address	To collect feedback on events (talent/ promotion, etc.); to engage residents to participate at the upcoming event	Authorized City Staff and Auditors.	Public.	6 years from fiscal year end (CB.x)

3.5	Volunteers and Students	Municipal Act	Name, address, telephone number, email address, copies of resumes, liability forms, incident reports, and other signed Human Resource forms	To manage student and volunteer programs	Authorized City Staff	Public	2 years after superceded or obsolete (FE.x)
3.6	Recreation Services' Incidents and Accidents	Municipal Act	Name, address, telephone number, incident reports & response, and other identifying information as required based on the incident	To record incidents that may be of an emergency nature and could result in a claim against the City	Authorized City Staff	Employees; Public	6 years after superceded or obsolete (GF.x)
3.7	Inquiries, Complaints and Commendation via Call Centre	Municipal Act	Records relating to the exchange of communication regarding Brampton services, names, address, contact information of the complaint	To document and investigate complaints and commendations from the public	Authorized City Staff	Public	6 years from last administrative use (BO.x)
3.8	Call Recordings	Municipal Act	Recordings of calls relating to Brampton services, names, address, contact information of the complainant	To facilitate employee training and evaluation	Authorized City Staff	Public	6 years from last administrative use (BO.x)
3.9	Property Access Cards	Municipal Act, Occupiers Liability Act	Name, work location, telephone number	To issue property access cards to employees	Authorized City Staff.	Employees; Members of Council	2 years after superseded or obsolete (GH.b)
3.10	Security Incidents	Municipal Act, Occupiers Liability Act	Name, address, date of birth, personal identification i.e. driver's license (when applicable), incident or vandalism reports	To investigate incidents on City property and assets	Authorized City Staff; and Police Agencies	Employees; Public	6 years from the time the incident investigation is complete (GH.a)
3.11	Video Recordings – (Facilities)	Municipal Act, Occupiers Liability Act	Digital images of individuals	To monitor and protect City assets, employees, and the general public	Authorized City Staff; and Police Agencies	Employees; Public	31 days after date of recording (GH.d)

3.12	Video Recordings – Transit Buses	Municipal Act, Occupiers Liability Act	Digital images of individuals	To monitor and protect City assets, employees, and the general public	Authorized City Staff; and Police Agencies	Employees; Public	72 hours (GH.c)
3.13	Trespass Notices	Municipal Act	Name, address, phone numbers	To track trespass notices issue	Authorized City Staff	Public	6 years from the time the incident investigation is complete (GH.a)
3.14	Animal Care	Municipal Act, City By-laws.	Owner and animal name, address, telephone number, licence number, animal medical or death record	To facilitate adoptions, medical care to abandoned animals and euthanasia	Authorized City Staff, Peel Health; and Regulatory Agencies.	Public.	6 years from fiscal year end (DA.x)
3.15	Animal Control Infractions	Municipal Act, Dog Owners' Liability Act, Protection of Livestock & Poultry from Dogs Act, City By-laws.	Owner, animal and witness name, address, telephone number, photographs and animal medical record, complaints	To investigate incidents	Authorized City Staff; Peel Health; and Police	Public	6 years from fiscal year end (DA.x)
3.16	Animal Incidents	Municipal Act, City By-laws.	Owner and animal name, address, telephone number	To investigate complaints or non-issue incidents	Authorized City Staff; and Regulatory Agencies.	Public	6 years from fiscal year end (DA.x)
3.17	Animal Licencing	Municipal Act, City By-laws.	Owner and animal name, address, telephone number	To license dogs and cats	Authorized City Staff	Public	17 years from last administrative use (BJ.x)

3.18	Animal Treatment and Adoption Records	Municipal Act, City By-laws, Dog Owner's Liability Act.	Name, address, telephone number of owners, prospective owners, complainants	To facilitate care and treatment of animals in the shelter and adoption process	Authorized City Staff, and the SPCA	Public	6 years from fiscal year end (DA.x)
3.19	Registered Deeds (Including Easements, Encroachments, Fee Simple Acquisitions/Disposals), Occupancy Agreements, Transfer Agreements, Appraisal/Valuation Reports	Municipal Act, Planning Act, Registry Act.	External party name, contact information including mailing address, email, phone number, fax number	To provide notice	Authorized City Staff	Public; Other Levels of Government; Utility or Service Providers	10 years after completion of registration (GB.f)
3.20	Parking Access Records	Municipal Act, City By-law.	Name, address, phone number, vehicle plate, work location	To assign parking spots/ access to employees and members of the public	Authorized City Staff	Employees; Public	10 years after fiscal year end (IC.x)
3.21	Video Recordings – (Building Design and Construction)	Municipal Act, Occupiers Liability Act	Digital images of individuals	To monitor project status and for deliverable verification. Digital images MAY be collected but not used	Authorized City Staff	Employees	6 years from project end date (BF.x)

4. Public Works Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
4.1	Driver Safety and Training Records	Municipal Act	Name, address, driver licence number, driver abstract, training courses	To administer staff licencing and training courses	Authorized City Staff	Employees.	20 years after termination of employment (FA.a)
4.2	Permit – Road Closure – Special Events	Municipal Act.	Name, address, phone number, email address	To apply for a road closure regarding a special event i.e.) parade, street party etc	Authorized City Staff	Public	6 years from last administrativw use (BJ.x)
4.3	Application for Snow Removal Financial Assistance	Municipal Act.	Name, address, age, phone number, medical certificate	To provide financial assistance for snow removal services to senior citizens or physically challenged persons	Authorized City Staff	Public	6 years from fiscal year end (ED.x)
4.4	Students and Volunteers	Municipal Act	Name, email address, name of secondary/ post-secondary institution	To obtain consent	Authorized City Staff	Employees; Public	2 years after superceded or obsolete (FE.x)
4.5	Contests/ Draws	Municipal Act	Names, address, contact information, consent of individual	To facilitate a contest (Individuals proactively sign up and provide consent)	Authorized City Staff	Public	6 years from fiscal year end (CB.x)

4.6	Inquiries, Complaints and Commendation (may be via call center)	Municipal Act	Records relating to the exchange of communication regarding Brampton services, names, address, contact information of the complaint/ requestor	To document and investigate complaints and commendations from the public	Authorized City Staff	Public	6 years from last administrative use (BO.x)
4.7	Social Media Direct Message	Municipal Act	Name, phone number, address, email address	To responding to customer questions, compliments and complaints	Authorized City Staff, Twitter, Hoot Suite, Archive Social App	Public	6 years from last administrative use (BO.x)
4.8	Cemetery Records	Municipal Act, Cemeteries Act.	Deceased and family members name, address, phone number; deceased cause of death, date of birth and death; payment information	To administer cemetery plot ownership, burial permits, purchase markers and monuments and retain ancestry records	Authorized City Staff	Public	Permanent (IF.x)
4.9	Insurance Incident Report Equipment/ Vehicle Incident/ Accident Reports	Municipal Act	Name, address, driver licence and plate number, witness(s), incident description	To record incidents that may result in a claim against the City; to update the employee record	Authorized City Staff	Employees; Public	Variable, 6 to 50 years after case closed (EB.a)

5. Planning and Development Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
5.1	Building Code & Zoning Enforcement Administration & Application Documents	Ontario Building Code, Municipal Act, Building By-law, Zoning By-law, Provincial Offences Act, Pool Enclosure By-law	Name, address, email address, telephone number, company names, building code identification number, prosecution records	To track all processes/ workflows involved in the enforcement of the Ontario Building Code (permit issuance, inspections, order tracking, prosecutions); to facilitate compliance requests, zoning infraction notices, pool enclosure permits, two unit registration, and mobile signs	Authorized City Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, TARION	Public	6 years from the closure of the case (GA.a)
5.2	Applications for Permits, site plans, subdivisions, amendments, secondary plans, site plan waivers,	Ontario Building Code, Municipal Act, Building By-law, Zoning By-law, Provincial Offences Act, Planning Act – Bill 139.	Name, address, email address, telephone number, company names, building code identification number	To track all processes/ workflows involved in the application of the Planning Act and Ontario Building code	Authorized City Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, TARION	Public	Permanent (BJ.x)

5.3	Public consultation meetings specifically for planning/ building matters	Planning Act	Name, address, email address, telephone number, company names.	To allow the public to comment	Authorized City Staff; Municipal Property Assessment Corporation; Statistics Canada; Canadian Mortgage and Housing Corporation, TARION	Public	5 years from fiscal year end (CD.x)
5.4	Employee Training Records – Building Code	Municipal Act	Name, building code identification number, course name and status	To register staff through the Ministry of Municipal Affairs and Housing	Authorized City Staff	Employees	Variable, 20 – 75 years after termination of employee (FA.a)
5.5	Counter Logs and Home Owner/Purchase Log	Municipal Act	Name, address, phone number	To track customer enquiries which may/ may not result in a permit application being submitted	Authorized City Staff	Public	6 years after last administrative use (BO.x)
5.6	Part Lot Exemptions	Planning Act	Name, address, email address, telephone number, company names, building code identification number	To regulate the transfer or sale of part of a lot or block within a registered plan of subdivision	Authorized City Staff	Public	10 years after final decision is made (JB.e)

6. Fire Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
6.1	Fire Incident Reports	Municipal Act, Fire Protection and Prevention Act, Ontario Fire Code, Ontario Building Code, Forest Fire Prevention Act, City By-laws	Name, address, phone number, police and witness information, first aid treatment, medical assist report and cause of incident	To document and investigate emergency and fire incidents	Authorized City Staff; Office of the Fire Marshal; and Police Agencies.	Employees; Public	23 years after fiscal year end (GG.x)
6.2	Employee Incident Reports	Municipal Act	Name, badge number, job title, platoon, station, officer	Documentation of details to investigate incident	Authorized City Staff	Employees	Variable – 10 to 40 years after assessment, issue or investigation (FC.x)
6.3	Insurance Incident Report	Municipal Act, City's Insurance Policy	Name, age, sex, address, phone number, first aid administered, nature of illness, name of physician. information collected on Employee and other party involved in incident – owner, address, phone, vehicle number, licence plate number, operator, driver's licence number, insurance company, Insurance policy	To investigate the incident	Authorized City Staff	Employees; Public	Variable - 49 to 79 years after termination of employment (FD.x)

			number; witness name, address, phone number				
6.4	Workplace Injury/Illness Report	Municipal Act.	Name, employee number, address, phone number, city, province, postal code, division, rank, platoon, accident/ incident details, date & time of accident/ incident, date & hour of injury/ illness, date & hour reported to employer, description of accident, health care information, return to work prognosis	To document Injury/Illness occurrence for office use and Workplace Safety Insurance Board use	Authorized City Staff; and Workplace Safety Insurance Board	Employees	Variable - 49 to 79 years after termination of employment (FD.x)
6.5	Medical Assessment Form (MAF)	Ontario Fire Code, Municipal Act	Name, platoon/ division, supervisor, authorization to share information with WSIB, attending physician's report including abilities and limitations assessment	To acquire physician's assessment of a non-occupational injury. Doctor's assessment to assist with possibility of modified work assignment, indicate restrictions and return to work date	Authorized City Staff	Employees	Variable - 49 to 79 years after termination of employment (FD.x)
6.6	Functional Abilities Form (FAF)	Workplace Safety and Insurance Act	Name, telephone number, address, city province, postal code, employers name, address, city, employees date of birth, date of accident, employer telephone number, fax number, type of job at time of accident, health professional's name, phone	To be completed by the treating health professional to provide information about the worker's functional abilities and restrictions to help plan an early and safe return to work	Authorized City Staff	Employees	Variable - 49 to 79 years after termination of employment (FD.x)

			number, date of assessment, abilities and restrictions				
6.7	Rehabilitation Plan	Municipal Act, Workplace Safety and Insurance Act, Occupational Health and Safety Act	Employee name, department, employee number, position, division, work location, platoon, rank, station, duration of accommodation, occupational or non-occupational injury /Illness, activity capability and restriction assessment, days and hours of work, rate of pay	To accommodate employee with restrictions with suitable modified work and formulate a plan progressing them towards a full back to work schedule.	Authorized City Staff; Workplace Safety Insurance Board Staff	Employees	Variable - 49 to 79 years after termination of employment (FD.x)
6.8	Notice to Rectify	Fire Protection and Prevention Act, City of Brampton By-law 380-2003.	Occurrence number, building location, owners name, contact person, phone number, name of person to whom notice was given, position and title	To issue a “Notice to Rectify” in order to commence compliance with the Ontario Fire Code	Authorized City Staff	Public	6 years after resolution of order (GA.b)
6.9	Smoke/Carbon Monoxide Alarm and Battery Installation – Release of All Claims and Waiver of Liability	Fire Protection and Prevention Act, Municipal Act	Name of resident, address, phone number, attending officer name, platoon, apparatus	To issue a “Waiver of Liability” to Install Smoke/Carbon Monoxide alarm or Battery Installation	Authorized City Staff	Employees, Public	6 years after case closed (GA.a)

6.10	Witness Statement Firefighter Observation	Fire Protection and Prevention Act	Name, phone number, address, position, station, years of service	To capture observations at a scene that may be used by Peel Police	Authorized City Staff and Peel Regional Police	Employees	6 years after superseded or obsolete (IE.a)
6.11	Release of Personal Information	Municipal Act	Name, employee number, date of birth, home address, phone numbers, personal email address	To capture information in order to populate “Telestaff”, a time, attendance and scheduling application used to track work attendance and leave time. Telestaff is also used to track fire trucks and firefighters assigned to the trucks in “real time”.	Authorized City Staff	Employees	6 years from end of fiscal year (BF.x)
6.12	Seniority and Age List	Municipal Act	Name, position number, start date, years of service, date of birth, age	To identify seniority promotions, medal applications and retirements; to identify statistics on fire counts etc.	Authorized City Staff	Employees	10 years after last administrative use (FB.a)
6.13	MAR Form (Medical Assist Report)	Municipal Act	Name of captain, station, platoon, patient name, call location, patient history, age, sex, date of birth, medical information of patient	To capture all pertinent information at a medical call.	Authorized City Staff	Public	Variable - 20 to 75 years after termination of employment (FA.a)
6.14	Recruit Information Sheets	Municipal Act	Name, phone number, email address	To deliver any relevant information to new employees prior to their start date	Authorized City Staff	Employees	2 years after superceded (FE.x)
6.15	Canadian Standards Test of Fitness (CSTF) Data Sheet	Municipal Act	Name, badge number, gender, age	To classify and assess fitness levels	Authorized City Staff	Employees	Variable - 20 to 75 years after termination of employment (FA.a)

6.16	Fire Prevention and Inspection Reports	Municipal Act, Fire Protection and Prevention Act, Fire Code, Ontario Building Code, Forest Fire Prevention Act, City By-laws.	Name, address, telephone number, tenant name if applicable, orders to comply and complaints	To investigate and identify fire safety hazards	Authorized City Staff; the Office of the Fire Marshal; and Police Agencies.	Public.	6 years after superseded or obsolete (IE.a)
6.17	Emergency and dispatching Call Records	Municipal Act	Name, address, telephone number and occurrence number	To record information for the purpose of dispatching trucks	Authorized City Staff; and the Office of the Fire Marshal	Public	1 year after completion of investigation (IE.c)
6.18	The Arson Prevention Program for Children (TAPP-C)	Municipal Act, Fire Protection and Prevention Act	Parent or guardian name, phone number, child's name and date of birth, residence	To administer The Arson Prevention Program for Children (TAPP-C) program	Authorized City Staff	Public	3 years after superseded or obsolete (BP.x)
6.19	Behind the Scene Tour Waiver Agreement	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number, witness name, witness address, witness phone number, witness statement	To obtain a waiver for persons taking a Behind the Scene Tour	Authorized City Staff	Public	5 years from fiscal year end (CB.x)
6.20	Fire Vehicle Adult Ride On Waiver	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number, witness name, witness address, witness phone number	To obtain a waiver for persons taking part in a Ride Along	Authorized City Staff	Public	5 years from fiscal year end (CB.x)

6.21	Ride to School Waiver Agreement	Municipal Freedom of Information and Protection of Privacy Act	Child's name, address, phone number, school name and address, guardian name, witness name, witness address, witness phone number	To obtain a waiver for persons/ children participating in a "Ride To School in a Fire Vehicle"	Authorized City Staff	Public	5 years from fiscal year end (CB.x)
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7. Human Resources Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
7.1	Applications for Employment	Municipal Act	Name, address, telephone number, email address, application or resume, education, employment history	To facilitate recruitment	Authorized City Staff.	Public	2 years after recruitment (FE.x).
7.2	Employee Claims	Municipal Act, Occupational Health & Safety Act, Workplace Safety and Insurance Board Act, Insurance Act and City Policy	Employee name, address, telephone number, work location, incident, doctor's notes and functional abilities	To process short and long-term disability claims, Workplace Safety Insurance Boars (WSIB) claims and provide workplace accommodations	Authorized City Staff; Insurance Provider and Workplace Safety Insurance Board staff	Employees.	Variable - 20 to 75 years after termination of employment (FA.a)
7.3	Employee File of Record	Municipal Act	Name, address, social insurance and health card number, sex, telephone number, benefits, credit record (job specific), date of birth, disciplinary and commendation letters, driver's licence/operator permit (where applicable), education, employee identification card, employee number, employment history, job	To administer employee work history, benefits, and training courses	Authorized City Staff; Audit and Regulatory Agencies	Employees	Variable - 20 to 75 years after termination of employment (FA.a)

			application/resume, marital status, pension and beneficiaries, pay rate, training, performance and appraisal report (where applicable).				
7.4	Employee Files	Municipal Act	Meeting notes, disciplinary notes/ letters, vacation requests, performance management agreements, etc.	To manage staff within each department	Authorized City Staff	Employees	Variable - 20 to 75 years after termination of employment (FA.a)
7.5	Grievances/ Arbitration	Municipal Act, Collective Agreement	Employee name and number, grievance issues, orders and decisions.	To process union grievances	Authorized City Staff; and the Ontario Grievance Board	Employees	10 years after last administrative use (FB.a)
7.6	Job Evaluations	Municipal Act	Name, work location, title, telephone number, job information questionnaire, scoring	To determine appropriate job grade	Authorized City Staff	Employees	Variable - 20 to 75 years after termination of employment (FA.a)
7.7	Human Rights Cases	Human Rights Code, Municipal Act	Name, address work location, public complaint, decision order	To investigate complaints or issues made under the Human Rights Code	Authorized City Staff ; and Human Rights Commission staff	Employees; Public	5 years after last administrative use (GC.x).
7.8	Employee Medical Records	Municipal Act, Occupational Health and Safety Act, Workplace	Employee name, address, telephone number, work location, health card and medical information	To process medical claims and provide workplace accommodation and attendance management	Authorized City Staff and Workplace Safety and Insurance Board	Employees	Variable - 20 to 75 years after termination of employment (FA.a)

		Safety and Insurance Board Act, Insurance Act and City Policy, Personal Health Information Protection Act, Regulated Health Professionals Act.					
7.9	Pay Equity	Municipal Act, Pay Equity Act	Employee name, position, title, telephone number, work location, pay rate	To administer equal opportunity, equity and fair wage issues.	Authorized City Staff	Employees.	Variable, 20 – 75 years after termination of employee (FA.a)
7.10	Recruitment Files	Municipal Act	Name, address, telephone number, application or resume, education, employment history, reference and criminal check, credit check (when required) and driver's abstract (when applicable). May also include race, gender, gender identity, ethnic identity and disability status for fire services recruitment	To facilitate recruitment	Authorized City Staff.	Employees; Public	2 years after recruitment (FE.x).
7.11	Workplace Harassment	Municipal Act, Human Rights Act	Employee and complainant's name, address, work location, complaint, decision order	To investigate workplace harassment complaints and resolve issues	Authorized City Staff	Employees.	5 years after last administrative use (GC.x).

7.12	Occupational, Health & Safety Investigations	Occupational Health and Safety Act, Joint Health & Safety Committee Terms of Reference	Employee name, work location, occupation, address and telephone number, employee number	To notify Ontario Ministry of Labour (when required) and Joint Health & Safety Committee; to identify root causes and corrective actions to ensure safety of the employees	Authorized City Staff	Employees.	Variable – 10-48 years (FC.x)
7.13	Talent & Learning Management System	Municipal Act	Employee name, employee ID, position, leader, learning history, performance rating, information regarding succession planning	To support the City's learning, performance management and succession programs	Authorized City Staff	Employees	Variable - 20 to 75 years after termination of employment (FA.a)
7.14	Employee Benefits	Municipal Act	Name, payroll number, dependant coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To track and maintain records for billing discrepancies	Authorized City Staff.	Employees.	Variable - 20 to 75 years after termination of employment (FA.a)
7.15	Volunteer Management	Municipal Act	Service, employee number, department, position, emergency name, date of contact, training registration forms, employee service awards, recognition programs, engagement survey, take our kids to work day registration	To register volunteers and related activities including training, surveys, competency development reports, diversity and mentoring program	Authorized City Staff	Public	2 years after superseded or obsolete (FE.x)
7.16	Ergonomic and Workstation Assessments	Municipal Act	Employee name, work location, telephone number	To provide ergonomic or workstation assessments to employees	Authorized City Staff	Employees; Members of Council	Variable - 20 to 75 years after termination of employment (FA.a)

8. Clerk's Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
8.1	Birth Register	Vital Statistics Act	Child's name, date of birth, name of hospital, place of birth, mother's name and address, name and address of attendant	To maintain a record of births and to advise the Province of Ontario	Authorized City Staff	Public	Permanent (BE.x)
8.2	Access and Privacy	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number, email address, content of requests	To communicate with requesters and/or complainants; to respond to Freedom of Information requests; to process access for information and personal information correction requests, as well as appeals filed with the Information and Privacy Commissioner of Ontario	Authorized City Staff	Employees; Public	5 years from last administrative use (GC.x)
8.3	Election Candidate Records and campaign finance records	Municipal Elections Act	Name and address where records are maintained and communications are sent, name and address of auditor and chief financial officer, name of persons who endorsed the candidate, name and address of official representative of Third Party Advertiser	To certify candidates and registered third party advertisers for municipal elections, and to post financial reporting documentation for the public	Authorized City Staff	Public	6 years from publication of election results (BG.a)

8.4	Election Workers Records and Administrative Records	Municipal Elections Act	Name, address, phone number, Social Insurance Number, payroll information	To hire and pay election workers for municipal elections	Authorized City Staff	Employees	6 years from publication of election results (BG.a)
8.5	Assessment Roll	Municipal Act	Name, address, tax sale and power of sale procedures and property owners.	To calculate taxes; to distribute lists; to conduct research regarding designation of historical and/or architectural significant structures; to research legal agreements; to facilitate assessment research	Authorized City Staff	Public	6 years from fiscal year end (EA.a)
8.6	Business, Trades/Contractor and Lottery Licenses	Municipal Act, Licensing By-laws	Owner/ licensee name, address, phone number, provincial business registration, police and credit checks (when applicable), residency status, photograph (when required), insurance certificate	To license businesses and individuals	Authorized City Staff; Peel Health; and Police Agencies	Public	6 years from last administrative use (BJ.x)
8.7	Citizen Appointments and applications	Municipal Act	Name, address, telephone number, e-mail address	To appoint citizens to various city boards and committees	Authorized City Staff; and Members of Council.	Public	6 years from fiscal year end (BB.x)
8.8	Criminal Prosecution Notification (Marijuana Grow Operation)	Municipal Act	Name, address, phone number of accused	To inspect property that has been used as a marijuana grow operation	Authorized City Staff; and Police Agencies	Public	15 years from fiscal year end (GB.b)
8.9	Special Event Liquor License Permits	Municipal Act, City By-laws	Applicant name, address, telephone number	To issue a permit for special events i.e). serving alcohol, charity event, casino, etc.	Authorized City Staff, and Regulatory Agencies	Public	6 years from last administrative use (BJ.x)

8.10	Marriage License Applications	Municipal Act	Birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's maiden name and place of birth, copy of divorce certificate (if applicable), copy of passport, copy of birth certificate	To maintain statistics of marriages and to regulate their legality	Authorized City Staff; and the Registrar General of Ontario	Public	Permanent (BE.x)
8.11	Marriage Register	Marriage Act	Name, occupation, age, date of birth, marital status, religious denomination, divorce details (if applicable), address, place of birth, intended place and date of marriage, father's name and place of birth, mother's name and place of birth	To maintain a record of civil marriages in the municipality	Authorized City Staff and the Registrar General of Ontario	Public	Permanent (BE.x)
8.12	Civil Ceremonies Records	Marriage Act	Marriage register and application, including name, age, date of birth, occupation, religious denomination, residence, father's name, mother's name, witness name(s), witness address, telephone number(s))	To schedule and organize civil marriage ceremonies held at City Hall; to record civil marriages that have been officiated by designated marriage officiants	Authorized City Staff	Public	6 years from last administrative use (BF.x)
8.13	Closed Session Minutes	Municipal Act	Committee or Council records containing various personal information about identifiable individuals	To consider matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Authorized City Staff; Mayor; and Members of Council	Public	Permanent (BH.c)

9. Transit Services Personal Information Banks

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
9.1	Fare Collections and Refunds	Municipal Act	Customer name, address, postal code, debit and credit card number	To process payment and refund of fare tickets or passes	Authorized City Staff; and Auditors	Public	6 years from fiscal year end (IB.c)
9.2	Driver Safety and Training Records	Municipal Act	Name, address and telephone number driver licence, work location	To administer staff licencing and training courses	Authorized City Staff	Employees	Variable, 20 – 75 years after termination of employee (FA.a)
9.3	Senior or Veteran Pass Identification Card	Municipal Act	Customer name, address, postal code, telephone number, and review of photo identification to determine eligibility	To produce an identification card for reduced payment of fare tickets or passes	Authorized City Staff; and Auditors	Public.	6 years from end of fiscal year (IB.c)
9.4	Student Crew	Municipal Act	Name, email address, name of high school details	To obtain consent for volunteer work	Authorized Transit Staff	Public	2 years after superceded or obsolete (FE.x)
9.5	City of Brampton Photo Release	Municipal Act	Name, phone number	To obtain consent for photographs to be released	Authorized City Staff	Public	5 years from fiscal year end (CB.x)

9.6	Public Information meetings	Municipal Act	Name, phone number, address, email address	To obtain feedback; to register attendees	Authorized City Staff	Public	5 years from end of fiscal year (CD.x)
9.7	Lost and Found	Municipal Act	Name, phone number	To verify and contact customers if their item is found	Authorized City Staff	Public	6 years from end of fiscal year (IB.c)
9.8	Employee Transit Pass	Municipal Act	Name and phone number	To provided subsidized employee passes	Authorized City Staff	Employees	6 years from end of fiscal year (IB.c)
9.9	Operator Lieu and Floater Requests	Municipal Act	Name	To track requests	Authorized City Staff	Employees	6 years from end of fiscal year (EF.a)
9.10	Employee Sandalwood Gym Membership	Municipal Act	Name, employee number	To provided gym access and collect fees	Authorized City Staff	Employees	6 years from end of fiscal year (EF.a)
9.11	Contests/ Draws	Municipal Act	Names, address, contact information, consent of individual	To administer a contest; to obtain consent to participate	Authorized City Staff	Public	6 years from fiscal year end (CB.x)
9.12	Inquiries, Complaints and Commendation	Municipal Act	Name, address, contact information of the complaint / requestor	To document and investigate complaints and commendations from the public.	Authorized City Staff	Public	6 years from last administrative use (BO.x)

9.13	Social Media Direct Message	Municipal Act	Name, phone number, address, email address	To respond to customer questions, compliments and complaints	Authorized City Staff; Twitter; Hoot Suite; and Archive Social Media App	Public	6 years from last administrative use (BO.x)
9.14	Retired employee Newsletter Distribution List	Municipal Act	Name, email address	To issue a transit newsletter	Authorized City Staff	Employees	5 years from fiscal year end (CD.x)
9.15	Next Ride Notifications	Municipal Act	Name, phone number, email address	To provide route information	Authorized City Staff	Public	6 years from end of fiscal year (IB.c)
9.16	Trespass Notices	Municipal Act	Customer name, address, phone number	To track trespass notices issues	Authorized City Staff	Public	6 years from closure of case (GA.a)

10. Economic Development and Culture Office

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
10.1	Event Newsletter List	Municipal Act	Name, email address.	To forward newsletters of upcoming events to customers	Authorized City Staff.	Public	5 years from fiscal year end (CD.x)
10.2	Rose Theatre Membership and Ticket Purchases	Municipal Act	Name, address, phone number, email address, credit card, debit or cheque information.	To process program registrations, refunds, memberships; to advise participants of upcoming events	Authorized City Staff	Public	6 years from fiscal year end (ED.x)
10.3	Photo/video Release forms	Municipal Act	Name, contact details, signature for consent	To obtain explicit consent for use of individuals image in videos and pictures	Authorized City Staff	Employees; Public	5 years from fiscal year end (CB.x)
10.4	Volunteers and Students	Municipal Act	Name, address, telephone number, email address, copies of resumes, liability forms, incident reports, and other signed Human resource forms.	To manage student and volunteer programs	Authorized City Staff	Employees; Public	2 years after superseded or obsolete (FE.x)

11. Office of the Chief Administrative Officer

	Bank Title	Legal Authority	Information Maintained	Uses	Users	Individuals Identified in PIB	Retention & Classification Code from Retention By-Law
11.1	City of Brampton Photo Release	Municipal Act	Name, Phone Number and picture	To obtain explicit consent for use of individuals image in videos and pictures	Authorized City Staff	Public	5 years from fiscal year end (CB.x)
11.2	Student & volunteers	Municipal Act	Name, Email Address, name of secondary institution details	To manage student and volunteer programs	Authorized City Staff	Employees; Public	2 years after superseded or obsolete (FE.x)
11.3	Contests/ Draws	Municipal Act	Names, address, contact information, consent of individual.	To administer a contest; to obtain consent to participate	Authorized City Staff	Public	6 years from fiscal year end (CB.x)
11.4	Inquiries, Complaints and Commendation	Municipal Act	Records relating to the exchange of communication regarding Strategic Development initiatives. Names, address, contact information of the complaint / requestor	To document and investigate complaints and commendations from the public	Authorized City Staff	Public	6 years from last administrative use (BO.x)
11.5	Social Media Direct Message	Municipal Act	Name, Phone Number, Address, Email Address	To respond to customer questions, compliments and complaints	Authorized City Staff; Twitter; Archive Social Media App	Public	6 years from last administrative use (BO.x)

11.6	Fraud line Cases	Municipal Act	Name, address, and other identifying information required to address the complaint.	To investigate complaints or issues	Authorized City Staff; Law Enforcement Agencies; and Audit	Employees	5 years from last administrative use (GC.x)
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Appendix – Legislative Authority

City By-laws can be found [here](#).

- Building By-law,
- Zoning By-law,
- Municipal Parking By-law
- Pool Enclosure By-law
- Property Standards
- User Fee By-Law

Provincial Laws are linked below, and additional laws can be found [here](#).

- Municipal Act, 2001, S.O. 2001, c. 25
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
- Income Tax Act, R.S.O. 1990, c. I.2
- Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A
- Provincial Offences Act, R.S.O. 1990, c. P.33
- Fuel Tax Act, R.S.O. 1990, c. F.35
- Insurance Act, R.S.O. 1990, c. I.8
- Highway Traffic Act, R.S.O. 1990, c. H.8
- Real Property Limitations Act, R.S.O. 1990, c. L.15
- Registry Act, R.S.O. 1990, c. R.20
- Land Titles Act, R.S.O. 1990, c. L.5
- Planning Act, R.S.O. 1990, c. P.13
- Occupiers' Liability Act, R.S.O. 1990, c. O.2
- Dog Owners' Liability Act, R.S.O. 1990, c. D.16
- Protection of Livestock and Poultry from Dogs Act, R.S.O. 1990, c. L.24
- O. Reg. 332/12: BUILDING CODE
- Cemeteries Act (Revised), R.S.O. 1990, c. C.4
- Forest Fires Prevention Act, R.S.O. 1990, c. F.24
- O. Reg. 213/07: FIRE CODE
- Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4
- Human Rights Code, R.S.O. 1990, c. H.19

- Vital Statistics Act, R.S.O. 1990, c. V.4
- Personal Health Information Protection Act, 2004, S.O. 2004, c. 3

Federal Laws can be found [here](#).

- Employment Insurance Act (S.C. 1996, c. 23)
- Pension Act (R.S.C., 1985, c. P-6)
- Excise Tax Act (R.S.C., 1985, c. E-15)
- Customs Act (R.S.C., 1985, c. 1 (2nd Supp.))
- Civil Marriage Act (S.C. 2005, c. 33)