# PERSONAL INFORMATION BANK DIRECTORY

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Accession control register

VanRIMS Classification:
04-8000-20 Information Management - Archives : Accessions - Accession Control Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To manage the City of Vancouver Archives' private-sector holdings.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Collected information pertains to donors of records to the Archives.

Type(s) of Information Collected:
Other
Vital Statistics

The register includes a brief description of the records accessioned and donor contact information.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Account write-off records

VanRIMS Classification:
05-4000-41 Financial Management - Accounts Receivable - Receivables Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document money owed to the City for delinquent accounts which have been written off as uncollectable.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
ActiveNet

VanRIMS Classification:
12-5200-20 Parks and Recreation - Programme Administration - Programme Registration Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To administer on-line registration for recreational and educational programmes offered at Park Board sites and facilities.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance
Vital Statistics

 Includes biographical and historical information compiled about private individuals and organizations.

Persons Information is Disclosed To:
Private Citizens
City Employees

Personal Information Bank Name:
Agreements Index System (AIS)

VanRIMS Classification:
06-6200-10 Legal Affairs and Risk Management - Legal Agreements - Civic Agreements
Purpose for Collection, Use, and Disclosure of Personal Information:
To document legal agreements between the City and other parties.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Other Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Vital Statistics
Finance
Employment
Education

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
AM Finding Aids

VanRIMS Classification:
04-8400-15 Information Management - Archives : Research and Access - Descriptions and Finding Aids

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the history of private individuals or organizations and their records that have been donated to the Archives. Used by archivists and researchers to provide access to records. Includes biographical and historical information compiled about private individuals and organizations.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees
City Employees
Other Public Sector Employees
Type(s) of Information Collected:
Other

Includes biographical and historical information compiled about private individuals and organizations.

Persons Information is Disclosed To:
Private Citizens
City Employees

Personal Information Bank Name:
Apprenticeship, internship and co-op student records

VanRIMS Classification:
07-1200-12 Human Resources Management - Employee and Labour Relations - Student Work Placement, Volunteer Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document apprenticeship, internship and co-op programme and placement participation, performance ratings and completion of student requirements.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Information relates to apprenticeship programme participants, interns and co-op students, who may or may not be paid employees during this time, but who conduct themselves as City employees for the duration of their programme.

Type(s) of Information Collected:
Education
Employment

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Arbitration awards

VanRIMS Classification:
07-1200-23 Human Resources Management - Employee and Labour Relations - Arbitration Awards and Legal Opinions

Purpose for Collection, Use, and Disclosure of Personal Information:
Employee arbitration case files, contains personal information other than work contact info.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Civil / Criminal matters

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Archives description databases

VanRIMS Classification:
04-8400-15 Information Management - Archives : Research and Access - Descriptions and Finding Aids

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the history of private individuals or organizations and their records that have been donated to the Archives. To allow discovery of Archives' holdings.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Other Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Other
Includes biographical information compiled about public and private individuals and organizations.

**Persons Information is Disclosed To:**
City Employees  
Private Citizens

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**Personal Information Bank Name:**
Archives Reproduction Ordering System

**VanRIMS Classification:**
05-4250-10 Financial Management - Revenue - Retail Sales Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To manage ordering and payment of digital reproductions from the City Archives.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

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**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Finance  
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Attendance management case files

**VanRIMS Classification:**
07-1200-13 Human Resources Management - Employee and Labour Relations - Attendance Management Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document and report on attendance issues, and to monitor absenteeism.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Automated Emergency Call out

VanRIMS Classification:

Purpose for Collection, Use, and Disclosure of Personal Information:
To automate the employee “call out” in the event of an emergency.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Auxiliary increments database

VanRIMS Classification:
05-3200-60 Financial Management - Payroll - Auxiliary Increments Database

Purpose for Collection, Use, and Disclosure of Personal Information:
To track hours worked at different paygrades by auxiliary employees to ensure that they receive pay increases as appropriate.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment
Finance

**Persons Information is Disclosed To:**
City Employees
Other Private Sector Employees

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**Personal Information Bank Name:**
Bankruptcy case files

**VanRIMS Classification:**
06-6000-20 Legal Affairs and Risk Management - Legal Services - Bankruptcy Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To record information relating to bankruptcy cases in which the City has a potential claim on the assets of the bankrupt party.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Civil / Criminal matters
Finance

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Benefits coverage confirmation records

VanRIMS Classification:
07-3400-10 Human Resources Management - Benefits and Pensions - Benefits Enrollment Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To confirm employees' benefits coverage, and to document their entitlement to benefits coverage other than life insurance under the City's employment benefits plan.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Health

Includes records sent to the City by benefits carriers and by the provincial Medical Services Plan (MSP) office.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Benefits enrollment forms

VanRIMS Classification:
07-3400-10 Human Resources Management - Benefits and Pensions - Benefits Enrollment Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To document City employees’ applications for coverage under the employee benefits programmes, including medical, dental and life insurance benefits.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Collected Information is About:
City Employees

Type(s) of Information Collected:
Health
Vital Statistics

Records document the specific benefit package and levels of coverage for each employee.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Benefits recovery records

VanRIMS Classification:
07-4400-20 Human Resources Management - Disability Management - Benefits Recovery Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the recovery of health benefits paid by the City for an employee who is collecting disability benefits.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Finance
Health

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Burial permits

VanRIMS Classification:
02-6000-30 Real Estate and Facilities Management - Cemetery Management - Interment and Exhumation Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document permits authorizing deceased to be buried in Mountain View Cemetery (interments) as well as Rights Holders (ownership) [historical and ongoing]. Required under Cremation, Interment and Funeral Services Act.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of the information is expressly authorized under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vital Statistics Act, Section 23
Cremation, Interment and Funeral Services Act s.3
Cremation, Interment and Funeral Services Regulations, 27(1)

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Health
Permits / Licences
Vital Statistics

Information includes permit number, date of interment, name, address, age, sex, marital status, birth place, place of death, name and address of plot owner and next of kin and (for records prior to 1965) cause of death, attending physician, and religion of deceased.

**Persons Information is Disclosed To:**
City Employees
Private Citizens (next-of-kin on request)

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**Personal Information Bank Name:**
Burial permit register

**VanRIMS Classification:**
02-6000-50 Real Estate and Facilities Management - Cemetery Management - Interment Site Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the register of burial permits. Used as a chronological index to access historical ownership and interment records (prior to June 2005).
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of the information is expressly authorized under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of
the public body

Vital Statistics Act, Section 23
Cremation, Interment and Funeral Services Act s.3
Cremation, Interment and Funeral Services Regulations s.27(1)

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Other
Permits / Licences

Information includes date of transaction, permit number, name of customer.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Business Improvements Areas system

VanRIMS Classification:
05-4200-10 Financial Management - Taxation and Utilities - Property Tax Account
Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To provide information (from the property tax database) about property owners within
the geographic boundary of a Business Improvement Area (BIA) in order to document
funding generated by Council-approved BIA property tax levies, and to provide the
means for BIA management to contact members. Information about business license
holders is provided to BIA management for the same purpose.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of
the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance
Permits / Licences

Information collected includes property tax and assessment data and business license data.

**Persons Information is Disclosed To:**
City Employees
Private Citizens (BIA managing societies)

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**Personal Information Bank Name:**
By-law fines refund records

**VanRIMS Classification:**
05-3000-10 Financial Management - Accounts Payable - Vendor Payments Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document refunds of fines paid for parking or other by-law infractions. Used to update SAP and to request that a refund cheque be issued.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Finance

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Candidate Statements of Disclosure

**VanRIMS Classification:**
08-1000-40 Governance - General Local Elections - Campaign Financing Disclosure Statements

**Purpose for Collection, Use, and Disclosure of Personal Information:**
Signed financial disclosure statements from candidates indicating assets and liabilities including income and property ownership. Authority for the collection of disclosure statement dictated by section 44.(2)(d) of the Vancouver Charter.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter s.44(2)(d)

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees
Private Citizens

Disclosure to private citizens is subject to the terms of section 44(2)(d) of the Vancouver Charter

Personal Information Bank Name:
Card access and photo ID request forms

VanRIMS Classification:
06-5000-20 Legal Affairs and Risk Management - Security - Card Access and Photo ID Request Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
Application forms for City identification cards and access privileges.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment

Persons Information is Disclosed To:
City Employees
Personal Information Bank Name: 
Caretakers

VanRIMS Classification: 
07-1200-10 Human Resources Management - Employee and Labour Relations - Employee Records

Purpose for Collection, Use, and Disclosure of Personal Information: 
To document employment information and the working history of caretakers living in fieldhouses in various Queen Elizabeth District parks.

Authority for Collection of Personal Information: 
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About: 
City Employees

Type(s) of Information Collected: 
Employment
Vital Statistics

Information collected includes applications and agreements.

Persons Information is Disclosed To: 
City Employees

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Personal Information Bank Name: 
Cemetery deed books

VanRIMS Classification: 
02-6000-20 Real Estate and Facilities Management - Cemetery Management - Interment Rights Records

Purpose for Collection, Use, and Disclosure of Personal Information: 
To record the sale of cemetery plots or lots.

Authority for Collection of Personal Information: 
BC FOIPPA Act, Sections:
26 (a) - the collection of the information is expressly authorized under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Cremation, Interment and Funeral Services Act s.3
Cremation, Interment and Funeral Services Regulations s.27(1)

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Finance
Permits / Licences

Information collected includes deed number; permit number; owner’s name and address; cemetery section; range, block, plot and lot; amount paid for plot or lot; amount paid for perpetual care; stamp of medical health officer and signature; and date of sale. Name of deceased, interment right holder and next of kin.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Cemetery register index

**VanRIMS Classification:**
02-6000-50 Real Estate and Facilities Management - Cemetery Management - Interment Site Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To provide an index to the cemetery register.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of the information is expressly authorized under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Cremation, Interment and Funeral Services Act s.3
Cremation, Interment and Funeral Services Regulations s.27(1)

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Other
Vital Statistics
Information collected includes names of deceased in alphabetical order, given reference number to page and section in the cemetery register listing grave location for each deceased name.

**Persons Information is Disclosed To:**
City Employees  
Private Citizens

Portions of the index are disclosed on the cemetery’s public website (name, date of death, date of burial, and grave location).

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**Personal Information Bank Name:**
City vehicle claims case files

**VanRIMS Classification:**
06-1000-23 Legal Affairs and Risk Management - Liability Management - City Vehicle Claims Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document incidents involving use of City-owned and licensed vehicles.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:  
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Civil / Criminal matters

Information includes details of incidents, assessments of liability, and settlement or denial of the claim.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Civic agency applications

**VanRIMS Classification:**
08-3000-10 Governance - Civic Boards and Commissions - Civic Agency Applications
Purpose for Collection, Use, and Disclosure of Personal Information:
To document information about applicants for appointment to civic agencies who submit personal information via a web interface.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Persons Information is Disclosed To:
City Employees
Others

Applications are reviewed by City Council.

Personal Information Bank Name:
Claims Enterprise

VanRIMS Classification:
06-1000-11 Legal Affairs and Risk Management - Liability Management - Incident Reports

Purpose for Collection, Use, and Disclosure of Personal Information:
To track liability claims made against the City.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Other Public Sector Employees
Private Citizens
Private Sector Employees

May include employee personal information if this information is part of the claim investigation or resolution.

Type(s) of Information Collected:
Civil / Criminal matters
Information collected includes complainant information, details of the incident or complaint, comments from investigators, information on the location of the incident from other departments, and information on the resolution of the claims.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Coaching files

**VanRIMS Classification:**
07-1200-10 Human Resources Management - Employee and Labour Relations - Employee Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the coaching of Parking Enforcement personnel, including training courses and evaluations.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Education
Employment
Other

Includes public compliments, complaints, attendance profiles, and records attesting to officer behaviour in public.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Collections case files

VanRIMS Classification:
06-6000-40 Legal Affairs and Risk Management - Legal Services - Collections Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document information relating to the City’s collection of debts from external parties claims against the City.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Finance
Health
Employment
Law Enforcement
Civil / Criminal Matters
Permits / Licences
Family

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Community garden records

VanRIMS Classification:
12-2200-40 Parks and Recreation - Plant and Animal Management - Community Garden Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the use of Park Board land by community groups and private individuals for gardening, including applications and subsequent granting of permission.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Permits / Licences

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Consent and emergency contact forms

VanRIMS Classification:
12-5200-22 Parks and Recreation - Programme Administration - Consent and Emergency Contact Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To document consent and emergency contact information completed by patrons to give consent for minors participating in programmes to leave the facility for field trips, etc.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Persons Information is Disclosed To
City Employees

Personal Information Bank Name:
Compensation authorization forms (CAFs)

VanRIMS Classification:
07-3200-40 Human Resources Management - Classification and Compensation - Compensation Decision Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To request the re-titling or reclassification of a position, a higher step within the pay grade, or a temporary adjustment to an employee’s pay.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment
Health

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Complaints

**VanRIMS Classification:**
01-5000-11 Administration - Community Relations - Public Comments and Complaints

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document general complaints received by the City.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Other

Information may be of any type that an individual chooses to disclose in a complaint.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Contractor clearance records

VanRIMS Classification:
07-3000-24 Human Resources Management - Staffing and Recruitment - Contractor clearance records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the clearance process for current and prospective contractors of the City of Vancouver requiring access to security restricted areas and/or emergency response data.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Civil / Criminal matters
Education
Employment
Finance

Includes documentation of police record checks.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Correspondence database

VanRIMS Classification:
08-4400-10 Governance - By-law Enforcement - Enforcement Complaints

Purpose for Collection, Use, and Disclosure of Personal Information:
To document complaints made in regards to parking violations, and to capture vital information from any correspondence sent to the department in order to issue responses using prescribed criteria, including name, ticket number, and address.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
By-law Enforcement
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Councillor support case files

VanRIMS Classification:
08-2200-25 Governance - Council and Board : Membership - Councillor Support Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document information pertaining to City Councillors to facilitate office administration.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Other

Information subjects are elected officials.

Type(s) of Information Collected:
Employment
Finance
Health
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Criminal records checks

VanRIMS Classification:
07-3000-21 Human Resources Management - Staffing and Recruitment - Employment Check Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the consent and application to perform a criminal record check through local police authorities on prospective City employees, and to document the results of these checks.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Private Citizens

Type(s) of Information Collected:
Civil / Criminal matters

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Development Permit Application Tracker database

VanRIMS Classification:
13-1100-30 Engineering and Public Works - Project Development Services - Minor Development Projects Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To track the status of development permit applications.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Public Sector Employees
Private Citizens
Private Sector Employees
Type(s) of Information Collected:
Permits / Licences

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Direct deposit forms

VanRIMS Classification:
05-3200-10 Financial Management - Payroll - Payroll Action System

Purpose for Collection, Use, and Disclosure of Personal Information:
To provide Payroll Services with the necessary information to set up and authorize the deposit of paycheques directly into employees’ bank accounts.

Once the direct deposit information is processed, the records are retained for two or three pay periods to ensure that pay is correctly deposited.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - information that relates directly to and is necessary for an operating program or activity of the public

Collected Information is About:
City Employees

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Disposition Permits

VanRIMS Classification:
02-6000-50 Real Estate and Facilities Management - Cemetery Management - Interment Site Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the registration of death obtained from Vital Statistics in order to proceed with burial.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of the information is expressly authorized under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vital Statistics Act, Section 23
Cremation, Interment and Funeral Services Act s.3
Cremation, Interment and Funeral Services Regulations, 27(1)

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics
By-law Enforcement

Information collected includes name of deceased, date and place of death.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Electronic Parking Ticket Management System

VanRIMS Classification:
08-4400-21 Governance - By-law Enforcement - Electronic Parking Ticket Management System

Purpose for Collection, Use, and Disclosure of Personal Information:
To document information about parking by-law violations received from parking enforcement officers in the field who use hand-held computers to issue parking tickets. To ensure compliance with the parking By-laws by levying a financial penalty.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (b) - the information is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
By-law Enforcement
Persons Information is Disclosed To
City Employees

Personal Information Bank Name:
EM Pro

VanRIMS Classification:
Administration - Community Relations - Community Relations Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Correspondence sent to the City by private citizens and directed to the Mayor and Councillors. Used to enable Council and City staff to review and respond.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
City Employee
Private Sector Employees
Public Sector Employees

Type(s) of Information Collected:
Other

Personal information may be of any type that a citizen chooses to disclose in correspondence.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Emergency Plan Volunteers

VanRIMS Classification:
Legal Affairs and Risk Management - Emergency Preparedness - Emergency Plan Volunteer Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document community volunteer information for the Emergency Social Services programme, Vector Volunteers, and NEPP trainers.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Other

Information relates to volunteers with the City’s Emergency Social Services programme

Type(s) of Information Collected:
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Employment contracts

VanRIMS Classification:
07-1200-11 Human Resources Management - Employee and Labour Relations - Employment Contracts

Purpose for Collection, Use, and Disclosure of Personal Information:
To outline the terms and conditions of employment for some positions at the City. This includes those positions tied to the municipal election year and some high-level management positions.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment

Persons Information is Disclosed To
City Employees
Personal Information Bank Name:
Employee files

VanRIMS Classification:
07-1200-10 Human Resources Management - Employee and Labour Relations - Employee Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document City employee employment information and work histories.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Civil / Criminal matters
Education
Employment
Health
Permits / Licences
Vital Statistics

Information captured includes: job applications, interview notes, references, résumés, educational and/or employment histories, disciplinary records, and job evaluations.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Enforce database

VanRIMS Classification:
08-4400-31 Governance - By-law Enforcement - Street Use Inspection Reports

Purpose for Collection, Use, and Disclosure of Personal Information:
To track the enforcement of permits on street usage for sidewalk cafés, produce and flower displays, vending, entertainment, furniture, signs, and pedicabs.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
By-law Enforcement

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Enhanced Reliability Status files - VPD

**VanRIMS Classification:**
07-3000-23 Human Resources Management - Staffing and Recruitment - Enhanced Reliability Status Files-VPD

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the Vancouver Police Department (VPD) Enhanced Reliability Status (ERS) clearance process for current and prospective employees of the City of Vancouver, including its Boards and for employees requiring access to security restricted areas within VPD facilities, VPD data, personnel data about VPD staff and/or emergency response data.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Civil / Criminal matters
Employment
Finance

Includes documentation of the results of police record checks and credit record checks.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name: Executive recruitment case files

VanRIMS Classification: 07-3000-30 Human Resources Management - Staffing and Recruitment - Executive Recruitment Case Files

Purpose for Collection, Use, and Disclosure of Personal Information: To document negotiations about position requirements and compensation pertaining to the recruitment of executive managers.

Authority for Collection of Personal Information: BC FOIPPA Act, Sections: 26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About: Public Sector Employees Private Citizens Private Sector Employees

Type(s) of Information Collected: Employment

Persons Information is Disclosed To: City Employees

Personal Information Bank Name: Exempt position case files

VanRIMS Classification: 07-3200-11 Human Resources Management - Classification and Compensation - Position Control Case Files

Purpose for Collection, Use, and Disclosure of Personal Information: To document the history of exempt positions in the City.

Authority for Collection of Personal Information: BC FOIPPA Act, Sections: 26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collecting Information is About:
City Employees

Type(s) of Information Collected:
- Employment
- Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Exposure records

VanRIMS Classification:

Purpose for Collection, Use, and Disclosure of Personal Information:
To document employee exposure to hazardous materials and machinery, including liquid asphalt, asphalt release agents and radioactive materials, in the course of their regular duties.

Authority for Collection of Personal Information:
- BC FOIPPA Act, Sections:
  - 26 (a) - the collection of that information is expressly authorized by or under an Act
  - 26 (c) - the information relates directly to and is necessary for a program or activity of the public body
- Nuclear Safety and Control Act s.27
- Workers Compensation Act [RSBC 2019] Chapter 1

Collected Information is About:
City Employees

Type(s) of Information Collected:
- Health

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Facility rentals

VanRIMS Classification:
- 05-4250-30 Financial Management - Revenue - Facility Rental and Lease Fees
Purpose for Collection, Use, and Disclosure of Personal Information:
To document the revenue received by the Park Board from the rental or lease of any facility.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Financial disclosures

VanRIMS Classification:
08-2200-11 Governance - Council and Board : Membership - Financial Disclosures

Purpose for Collection, Use, and Disclosure of Personal Information:
To provide personal financial disclosures for each elected member of Council.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - information that relates directly to and is necessary for an operating program or activity of the public

Financial Disclosure Act s.4

Collected Information is About:
Other

Information subjects are elected officials.

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees
Private Citizens
Disclosure to private citizens is subject to the terms of section 122.(3) of the Vancouver Charter

**Personal Information Bank Name:**
Fire investigation records

**VanRIMS Classification:**
14-4000-20 Fire and Rescue - Post-incident Reporting - Investigation Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document an incident under investigation by VFRS.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees
Private Citizens

**Type(s) of Information Collected:**
Other

Information includes details of incidents such as causes of a fire, extent of damage, and contact information.

**Persons Information is Disclosed To:**
City Employees
Private Citizens
Private Sector Employees

Information may be disclosed to the general public, law firms, private investigators, fire investigators.

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**Personal Information Bank Name:**
Fire Only database

**VanRIMS Classification:**
14-1000-30 Fire and Rescue - Incident Prevention - Permits-fire Only Database

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the issuance of permits for blasting, open air burning, and the sale, use, and transport of fireworks or explosives.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

Subjects are permit applicants.

**Type(s) of Information Collected:**
Permits / Licences

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Fire Permits

**VanRIMS Classification:**
14-1000-30 Fire and Rescue - Incident Prevention - Permits-fire Only Database

**Purpose for Collection, Use, and Disclosure of Personal Information:**
Permits contain name and contact information for applicant.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Education
Employment
Vital Statistics

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Fire Recruitment System (FRS)

VanRIMS Classification:
07-3000-40 Human Resources Management - Staffing and Recruitment - Uniform Staff Recruitment Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
Recruitment documentation, including addresses etc. for those seeking employment with VFRS.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Education
Employment
Other
Vital Statistics

Information collected includes test results, transcripts, work experience, personal history, criminal record checks and copies of certificates/Licences.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
First aid records

VanRIMS Classification:
07-4000-21 Human Resources Management - Occupational Health and Safety - First Aid Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document employee injury or illness occurring at a worksite during the employee’s working hours, and any treatment provided at the time of the incident.

The authority for the collection of this personal information is dictated by the obligation to retain records according to section 3.19 of the Occupational Health and Safety Regulation.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Workers Compensation Act
Occupational Health and Safety Regulation s.3.19

Collected Information is About:
City Employees

Type(s) of Information Collected:
Health
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Fit City incentives tracking application

VanRIMS Classification:
07-4600-20 Human Resources Management - Employee Health Enhancement - Incentive Programme Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document employee achievements in the Fit City programme in order to distribute prizes for participation.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Other

Information includes employee name, date of achievement, and a list of activities in which the employee has participated.
Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Flexi-pass application binders

VanRIMS Classification:
12-5200-20 Parks and Recreation - Programme Administration - Programme Registration Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document applications from the public for Flexi-passes, which provide access to Park Board facilities.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
FOI request database

VanRIMS Classification:
04-1000-21 Information Management - Access and Privacy - FOI Request Database

Purpose for Collection, Use, and Disclosure of Personal Information:
To index Freedom of Information (FOI) requests for access to City records and to track the progress of these requests.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Other

Information collected may include anything related to the nature of the request.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Fundraising records

VanRIMS Classification:
05-6050-10 Financial Management - Development and Fundraising - Fundraising Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To provide tax receipts for donations.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance
Vital Statistics

Information collected includes contact information for individuals and donors such as name, mailing address, phone number, and e-mail address

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Gardening Permits - Streets
VanRIMS Classification:
13-4500-50 Engineering and Public Works - Streets : Maintenance and Repair - Green Streets Programme Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the permit process for gardening on City streets, and to monitor maintenance, applications and waitlists.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Permits/Licences

Personal Information Bank Name:
Gear Tracking Software (GTS)

VanRIMS Classification:
03-2600-10 Procurement and Inventory Management - Safety Equipment Management - Personal Safety Equipment and Uniform Outfitting Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the outfitting of emergency services staff with individually-sized personal safety equipment and uniforms.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Health
Vital Statistics
Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Gift for Parks programme records

VanRIMS Classification:
05-6050-30 Financial Management - Development and Fundraising - Donor Records

Purpose for Collection, Use, and Disclosure of Personal Information:
A donor database used to enter information such as name, contact information, and type or amount of gift.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance
Other
Vital Statistics

Information collected includes name, contact information, and type or amount of gift.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Grave space records

VanRIMS Classification:
02-6000-30 Real Estate and Facilities Management - Cemetery Management - Interment and Exhumation Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document cemetery interments.

Personal information is collected and maintained in accordance with section 27 of the Cremation, Interment and Funeral Services Regulations.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of the information is expressly authorized under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Cremation, Interment and Funeral Services Act s.3
Cremation, Interment and Funeral Services Regulations, 27

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Other
Permits / Licences
Vital Statistics

Information collected includes: name, age, sex, and marital status of the deceased, location of plot, date interred and date exhumed, permit number, license number, care contracted, name and address of rights holder, undertaker, remarks, notice of license transfer and date transferred, and ashes interred.

Persons Information is Disclosed To:
City Employees
Private Citizens

Personal Information Bank Name:
Green Streets programme records

VanRIMS Classification:
Engineering and Public Works - Streets : Maintenance and Repair - Green Streets Programme Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document all aspects of the Green Streets programme, in which City residents have the opportunity to become volunteer street gardeners in their neighbourhoods.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Other

Information collected includes applications from residents and contact information for the managing society and/or gardening coordinator.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Grievance case files - classification

**VanRIMS Classification:**
07-1200-22 Human Resources Management - Employee and Labour Relations - Grievance Case Files-classification

**Purpose for Collection, Use, and Disclosure of Personal Information:**
Employee information, including home contact info, related to grievances filed by the Union or an individual against the decision in a classification issue.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Civil / Criminal matters
Employment

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Grievance case files - individual

**VanRIMS Classification:**
07-1200-20 Human Resources Management - Employee and Labour Relations - Grievance Case Files-individual

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document grievances related to the discipline, suspension, or dismissal of an employee, the use of an employee’s sick-leave time for injury or illness related to a compensation claim, or any other grievance involving the employer and an individual.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment
Finance
Health

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Grievance case files - policy

**VanRIMS Classification:**
07-1200-21 Human Resources Management - Employee and Labour Relations - Grievance Case Files-policy

**Purpose for Collection, Use, and Disclosure of Personal Information:**
Employee information, including home contact info, related to grievances filed by the Union against a City policy (i.e. the City’s practice or interpretation of the Collective Agreement).

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Habitual problem parkers case files

VanRIMS Classification:
08-4400-20 Governance - By-law Enforcement - Parking Ticket Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document repeat parking offenders. To ensure compliance with the parking By-laws by levying a financial penalty.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
By-law Enforcement
Other

Information collected includes license plate information, vehicle descriptions, and summaries of tickets issued

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Hansen - Service Requests

VanRIMS Classification:
01-5000-11 Administration - Community Relations - Public Comments and Complaints

Purpose for Collection, Use, and Disclosure of Personal Information:
To document service requests received and the resulting work effort by Engineering Services.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Collected Information is About:
Private Citizens
City Employees

Type(s) of Information Collected:
Other

Information collected may be of any type that an individual chooses to disclose.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
HR grievance management system

VanRIMS Classification:
Human Resources Management - Employee and Labour Relations - Grievance Case
Files-individual

Purpose for Collection, Use, and Disclosure of Personal Information:
Also known as GMS, an in-house “tracking and management system” that records the progress of all grievances filed in the City.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Human rights complaints case files

VanRIMS Classification:
07-1200-31 Human Resources Management - Employee and Labour Relations - Human Rights Complaints Case Files
Purpose for Collection, Use, and Disclosure of Personal Information:
To document complaints filed by City staff and members of the public regarding alleged violations of employment standards or human rights legislation.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Human Rights Code, R.S.B.C. 1996, c. 210

Collected Information is About:
City Employees
Private Citizens

Type(s) of Information Collected:
Other

Information collected is dependent on the nature and extent of the complaint.

Persons Information is Disclosed To:
Public Sector Employees

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Personal Information Bank Name:
HUSAR Deployment System

VanRIMS Classification:
06-2000-43 Legal Affairs and Risk Management - Emergency Preparedness - HUSAR Deployment System

Purpose for Collection, Use, and Disclosure of Personal Information:
To collect contact information on individual firefighter/emergency services personnel for emergency deployment.

Authority for Collection of Personal Information:
BC FOIPPA Act, Section:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Vital Statistics
Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
ICBC non-recovery records

VanRIMS Classification:
07-4200-22 Human Resources Management - Employee Claims Management - ICBC Non-recovery Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document wage or time loss for employees who are unable to work due to injury that is subject to an ICBC claim, where the employee is not entitled to sick leave or vacation benefits.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Finance
Health

Persons Information is Disclosed To:
City Employees
Public Sector Employees

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Personal Information Bank Name:
ICBC third party recovery records

VanRIMS Classification:
07-4200-21 Human Resources Management - Employee Claims Management - ICBC Third Party Recovery Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the recovery of an employee's wages from ICBC when the employee is being paid sick or vacation time due to an injury that is subject to an ICBC claim. Records include name and contact information.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment
Health

**Persons Information is Disclosed To:**
City Employees

**Personal Information Bank Name:**
Incident investigation records

**VanRIMS Classification:**
07-4000-25 Human Resources Management - Occupational Health and Safety - Health and Safety Investigation

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document investigations into incidents at City worksites involving the safety and well-being of employees.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Workers Compensation Act sections 70 to 72

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Health
Other

Information collected may include information about the cause of the incident, contributing conditions, relevant acts or procedures, and recommendations for corrective action.
Persons Information is Disclosed To:
City Employees
Public Sector Employees

Personal Information Bank Name:
Incident reports

VanRIMS Classification:
06-1000-11 Legal Affairs and Risk Management - Liability Management - Incident Reports

Purpose for Collection, Use, and Disclosure of Personal Information:
To document incidents in City facilities or on City property, including parks and community centres, that resulted in personal injury to visitors or damage to personal property, including incidents alleged to have been caused by City assets or negligence of City employees.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Health
Employment
Financial
Law Enforcement
Civil/Criminal matters
Permits/Licences
Other

Information pertains to injuries or property damage.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Instructors’ records

VanRIMS Classification:
Parks and Recreation - Programme Administration - Instructors Records
Purpose for Collection, Use, and Disclosure of Personal Information:
To document the delivery of lessons and instruction for skilled activities such as swimming, skating and other sporting activities.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Other
Vital Statistics

Information captured includes student progress reports and lesson feedback.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Intervention and training request case files

VanRIMS Classification:
07-2000-30 Human Resources Management - Training and Organization Development - Intervention and Training Request Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document interventions by HR practitioners in City business units to provide advice and assistance in resolving various human resource issues.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment

Information includes documentation of underperforming employees, dysfunctional work groups, and requests for specialized training.
Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
IT Cybersecurity Investigations Case Files

VanRIMS Classification:
04-4600-10 Information Management - IT Systems Security - Investigations Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document investigations into inappropriate use of City computer resources, including email, the Internet, confidential data, software Licences, and computer hardware.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
By-law Enforcement
Civil / Criminal matters
Other

Information collected includes descriptions of incidents under investigation.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
IT Cybersecurity Security Logs

VanRIMS Classification:
04-4600-21 Information Management - IT Systems Security - IT Security Logs

Purpose for Collection, Use, and Disclosure of Personal Information:
To monitor usage of City computer terminals and the network, including firewall activity, unauthorized attempts to access the network, and workstation activity, including accessing inappropriate or restricted websites.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Other

Information relates to documentation of usage of City IT systems.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Keyscan Aurora Electronic Access Control

VanRIMS Classification:
06-5000-21 Legal Affairs and Risk Management - Security - Keyscan Database

Purpose for Collection, Use, and Disclosure of Personal Information:
Database contains names of employees, individual contractors, and contractor companies. Information from the Card Access and Photo ID Request Forms are used to populate the entries in this database and to create the access levels.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Private Sector Employees

Type(s) of Information Collected:
Employment

Persons Information is Disclosed To
City Employees
Private Sector Employees (Security)
Personal Information Bank Name: Labour case files

VanRIMS Classification: 06-6000-50 Legal Affairs and Risk Management - Legal Services - Labour Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To track the City’s involvement in litigation and other legal proceedings that are chiefly a matter of labour law.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Civil / Criminal matters
Employment

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name: Labour files

VanRIMS Classification: 07-1200-32 Human Resources Management - Employee and Labour Relations - Employee Relations Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To collect information resulting from enquiries concerning specific employee relations issues.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
LAFC Certification records

VanRIMS Classification:
14-1000-50 Fire and Rescue - Incident Prevention - LAFC Certification Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the appointment of Local Assistants by the Fire Commissioner.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Education
Other

Information pertains to the certification of Local Assistants to the Fire Commissioner.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Lagan – Payments

VanRIMS Classification:
05-4000-11 Financial Management - Accounts Receivable - Receivables Billing Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document payment for services or charges receivable from Private Citizens or Businesses.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Collected Information is About:
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Lagan - Service Requests

VanRIMS Classification:
01-5000-11 Administration - Community Relations - Public Comments and Complaints

Purpose for Collection, Use, and Disclosure of Personal Information:
To collect interactions information, enable agent work-flow and information presentation for all supported call types; and to create work cases which are then passed on to various City of Vancouver service providers.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
City Employees

Type(s) of Information Collected:
Other

Information collected may be of any type that an individual chooses to disclose. Calls may be recorded for later review with employee.

Persons Information is Disclosed To:
City Employees
Public Sector Employees

Personal Information Bank Name:
Legal case files database
VanRIMS Classification:
04-7000-35 Information Management - Records Management - Storage and Disposition

Purpose for Collection, Use, and Disclosure of Personal Information:
Database is a computerized index system of all of Legal Services' files. It contains electronic copies of documents prepared on these files including agreements, correspondence, contact information, court documents, etc.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Other
Private Citizens

Type(s) of Information Collected:
Civil / Criminal matters

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Leisure access card records

VanRIMS Classification:
12-5200-40 Parks and Recreation - Programme Administration - Leisure Access Program Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document applications for and issuance of leisure access cards (LACs) entitling residents to reduced fees for some programmes and services offered by the Park Board.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Employment
Finance
Vital Statistics

Information includes proof of residence and photographs of applicants.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Life insurance claims - in-service deaths

VanRIMS Classification:
07-3400-20 Human Resources Management - Benefits and Pensions - Critical Illness and Life Insurance Claims-in-service

Purpose for Collection, Use, and Disclosure of Personal Information:
To document claims against an employee life insurance policy for eligible employees who died while actively employed by the City.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections: 26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Family
Health
Vital Statistics

Includes correspondence with legal representatives, beneficiaries, executors of estate, public trustees and benefit carriers, as well as a copy of the employee’s death certificate.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Life insurance claims - retired employees

VanRIMS Classification:
07-3400-21 Human Resources Management - Benefits and Pensions - Life Insurance Claims-retired Employees
Purpose for Collection, Use, and Disclosure of Personal Information:
To document claims against an employee life insurance policy for eligible City employees who died after retirement.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections: 26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Family
Health
Vital Statistics

Includes correspondence with legal representatives, beneficiaries, executors of estate, public trustees, and benefits carriers, and a copy of the employee’s death certificate.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Life insurance coverage confirmation records

VanRIMS Classification:
07-3400-12 Human Resources Management - Benefits and Pensions - Life Insurance Coverage Confirmation Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Records indicate life insurance coverage, beneficiary cards, and any supplementary insurance for all COV employees. Personal information includes employee contact information, beneficiary name and contact information, etc.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections: 26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Litigation case files

**VanRIMS Classification:**
06-6000-60 Legal Affairs and Risk Management - Legal Services - Litigation Files: Non-Significant

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the City’s involvement in litigation, including breach of contract, injunctions, personal injury, property damage, and other matters before the courts.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections: 26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Civil / Criminal matters

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Litter receptacle correspondence

**VanRIMS Classification:**
13-6200-20 Engineering and Public Works - Solid Waste : Collection - Sanitation Programme Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To record information about citizens’ requests for the placement of litter receptacles throughout the City. Information maintained in Hansen.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Local improvements billing records

**VanRIMS Classification:**
13-1200-30 Engineering and Public Works - Local Improvement Management - Special Assessment Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
Information includes name, property and mailing addresses, etc. of individuals charged for local improvements in their neighbourhoods.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Finance

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Long term disability case files

**VanRIMS Classification:**
07-4400-10 Human Resources Management - Disability Management - Disability Case Files
Purpose for Collection, Use, and Disclosure of Personal Information:
To manage City employees who are off work due to injury or illness and who may require a return-to-work programme to facilitate their return to active employment.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Finance
Health

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Mail Log - Parks

VanRIMS Classification:
04-3500-30 Information Management - Mail and Courier Services - Mail Registers

Purpose for Collection, Use, and Disclosure of Personal Information:
To track correspondence sent to Parks and Recreation by private citizens.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Other

Information collected may be of any type that a citizen chooses to disclose.

Persons Information is Disclosed To:
City Employees
Personal Information Bank Name: 
Marina Agreements

VanRIMS Classification: 
12-3000-41 Parks and Recreation - Business Services - Marina Contracts Case Files

Purpose for Collection, Use, and Disclosure of Personal Information: 
To document agreements to rent marina berths.

Authority for Collection of Personal Information: 
BC FOIPPA Act, Sections: 
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About: 
Private Citizens

Information collected is about Marina Tenants.

Type(s) of Information Collected: 
Vital Statistics

Information collected includes name, address, boat name and number, and contract number.

Persons Information is Disclosed To: 
City Employees

Personal Information Bank Name: 
Mayor’s draft response database

VanRIMS Classification: 
08-9000-10 Governance - Office of The Mayor - Public Correspondence

Purpose for Collection, Use, and Disclosure of Personal Information: 
To manage and track the status of time-sensitive correspondence.

Authority for Collection of Personal Information: 
BC FOIPPA Act, Sections: 
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About: 
Private Citizens

Type(s) of Information Collected:
Other
Vital Statistics

Information collected may be of any type that a citizen chooses to disclose in correspondence to the Mayor.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Mayor’s Letters A - Z

**VanRIMS Classification:**
08-9000-10 Governance - Office of The Mayor - Public Correspondence

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To capture all public correspondence addressed to the Mayor and the Mayor’s replies.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Other
Vital Statistics

Information collected may be of any type that individuals choose to disclose in correspondence with the Mayor.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Meter Theft Records

**VanRIMS Classification:**
06-5000-10 Legal Affairs and Risk Management - Security - Security Incident Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document all thefts from parking meters and to capture information on offenders.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Civil / Criminal matters

Information collected includes date of incident, offender’s name, description of the incident, police file number, Crown number, and any additional comments.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Nomination records

**VanRIMS Classification:**
08-1000-30 Governance - General Local Elections - Candidate Management Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To capture information related to all candidates running in the municipal election, including nomination forms and solemn declarations.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter s.44
Vancouver Charter s.122(3)

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Other
Vital Statistics
Persons Information is Disclosed To:
City Employees
Private Citizens

Disclosure to private citizens is subject to the terms of section 122(3) of the Vancouver Charter.

Personal Information Bank Name:
Oaths of office

VanRIMS Classification:
08-2200-12 Governance - Council and Board : Membership - Oaths of Office

Purpose for Collection, Use, and Disclosure of Personal Information:
To document oaths taken by members of Council.

Authorization for the collection of personal information is dictated by Section 140 of the Vancouver Charter, which stipulates that oaths must be made by any person elected or appointed to an office on Council.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act

Collected Information is About:
City Employees

Type(s) of Information Collected:
Other

Information is an oath of office.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
One Card

VanRIMS Classification:
12-5200-20 Parks and Recreation - Programme Administration - Programme Registration Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To administer paid access to recreational and educational programmes offered system wide at all Park Board sites and facilities.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Finance
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Overdue permits and Licences accounts records

**VanRIMS Classification:**
05-4000-41 Financial Management - Accounts Receivable - Receivables Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document payments owed to the City that are past due.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Finance
Permits / Licences

Information collected includes individual or business name, amount overdue, and any other account information required.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Pack out service records

VanRIMS Classification:
13-6200-10 Engineering and Public Works - Solid Waste : Collection - Waste Collection Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To determine eligibility for specialized services for collection of solid waste for the elderly and disabled. Information maintained in Hansen. Used to coordinate the collection of waste, recycling, abandoned garbage, and Industrial Commercial Institutional (ICI) waste, from residential areas and businesses.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Health

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Park Board ADT Security Gate Opening system

VanRIMS Classification:
06-5000-23 Legal Affairs and Risk Management - Security - Marina Security Access Databases

Purpose for Collection, Use, and Disclosure of Personal Information:
To allow boat owners access to the Heather Marina. Card operated system opens a gate to secured areas.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

**Type(s) of Information Collected:**
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Park Board Canadian Parking Security Gate Opening System

**VanRIMS Classification:**
06-5000-23 Legal Affairs and Risk Management - Security - Marina Security Access Databases

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To allow boat owners access to the Burrard marina. Card operated system opens a gate to secured areas.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Park Board Marina Information system

**VanRIMS Classification:**
05-4000-11 Financial Management - Accounts Receivable - Receivables Billing Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To manage the operations of the City’s marinas. Used to monitor contracts and billing for marina customers.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Information collected includes name, address, boat name/number, and contract number.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Park Board Photo ID system

VanRIMS Classification:
12-5200-40 Parks and Recreation - Programme Administration - Leisure Access Program Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To produce photo ID cards for Flexipass users and Leisure Access card holders for usage at Park Board fitness centres, rinks, and pools.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance
Other
Vital Statistics

Personal information collected includes photographs of card holders.

Persons Information is Disclosed To:
City Employees
Personal Information Bank Name:
Park Board Training Tracking System

VanRIMS Classification:
07-1200-10 Human Resources Management - Employee and Labour Relations - Employee Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To track employee training in order to ensure compliance with WCB requirements.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Education
Permits / Licences

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Parking exemption decals

VanRIMS Classification:
08-4100-20 Governance - By-law Exemptions - Parking Permit Programmes

Purpose for Collection, Use, and Disclosure of Personal Information:
To document parking exemption permits issued to staff or other personnel to facilitate the carrying out of their duties.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
By-law Enforcement
Information collected includes employee name, licence plate number, decal number, lane card number, make of vehicle, and department.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Parking permit application forms

**VanRIMS Classification:**
08-4100-20 Governance - By-law Exemptions - Parking Permit Programmes

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document employee requests for permits to park at civic facilities.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Permits / Licences
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Parking permits

**VanRIMS Classification:**
08-4100-20 Governance - By-law Exemptions - Parking Permit Programmes

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the issuance of parking permits that allow residents to park in certain zones or that provide citizens with an exemption from certain parking requirements.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
By-law Enforcement
Health
Permits / Licences
Vital Statistics

Information collected includes name, address, licence plate number, make of vehicle, company, and health/accessibility need

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Parking Ticket Customer Service Records

**VanRIMS Classification:**
08-4400-20 Governance - By-law Enforcement - Parking Ticket Records

**Purpose for Collection, Use, and Disclosure of Personal Information**
To document complaints regarding parking tickets, to monitor enquiries, to identify parking ticket dispute records, and to ensure compliance with the parking By-laws by levying a financial penalty. Records are stored in TEMPEST.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
By-law Enforcement

Includes telephone logs, written complaints, and replies.
Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Parklane Incident Investigation Database (HR)

VanRIMS Classification:
07-4000-25 Human Resources Management - Occupational Health and Safety - Health and Safety Investigation

Purpose for Collection, Use, and Disclosure of Personal Information:
To track accident investigations relating to WCB claims or Serious Near Miss situations, in order that follow-up corrective actions may be implemented to minimize the risk of re-occurrence.

Authorization for the collection of personal information is dictated by the retention requirements of sections 174 to 176 of the provincial Worker’s Compensation Act.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Workers Compensation Act sections 70 to 72

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Health

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Parklane Incident Investigation Database (Park Board)

VanRIMS Classification:
07-4000-21 Human Resources Management - Occupational Health and Safety - First Aid Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document all Park Board employee injuries in a given year.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Workers Compensation Act sections 70 to 72

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Health

Information collected includes employee name, date, department, type of injury, body part, activity, hours lost, and whether or not an investigation was conducted.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Pavement condition complaints

VanRIMS Classification:
13-4500-31 Engineering and Public Works - Streets : Maintenance and Repair - Pavement Condition Complaints

Purpose for Collection, Use, and Disclosure of Personal Information:
To track and respond to complaints regarding pavement condition.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Information collected includes name and contact information of complainants reporting pavement conditions.
PERSONAL INFORMATION BANK DIRECTORY

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Payroll deductions - compulsory

VanRIMS Classification:
05-3200-30 Financial Management - Payroll - Payroll Deductions

Purpose for Collection, Use, and Disclosure of Personal Information:
To document compulsory deductions made from City employee pay, such as Income Tax or Employment Insurance deductions.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Employment Standards Act, section 28
Canada Pension Plan Act, section 24
Employment Insurance Act, section 87
Income Tax Act, section 230

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Payroll deductions - optional

VanRIMS Classification:
05-3200-30 Financial Management - Payroll - Payroll Deductions

Purpose for Collection, Use, and Disclosure of Personal Information:
To document optional deductions made from City employee pay, such as saving plans or benefits.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Employment Standards Act, section 28
Income Tax Act, section 230

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Pension buy-back records

VanRIMS Classification:
07-3400-31 Human Resources Management - Benefits and Pensions - Pension Waiver Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the Pensions BC buy-back programme, which allows employees to purchase pensionable services for periods where they were not making full contributions.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Finance
PERSONAL INFORMATION BANK DIRECTORY

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Pension enrollment forms

VanRIMS Classification:
07-3400-30 Human Resources Management - Benefits and Pensions - Plan Member Record

Purpose for Collection, Use, and Disclosure of Personal Information:
To document City employees’ requests for enrollment in the employee pension programme.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Perpetual care contracts

VanRIMS Classification:
06-6200-10 Legal Affairs and Risk Management - Legal Agreements - Civic Agreements

Purpose for Collection, Use, and Disclosure of Personal Information:
To document contracts made by the City to provide perpetual care for grave sites.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Cremation, Interment and Funeral Services Act

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Civil / Criminal matters
Finance

Information includes grave location, name and address of person signing the contract, date of contract, sum paid, instructions to the foreman, and any other details of perpetual care.

Persons Information is Disclosed To:
City Employees
Private Citizens

Information disclosed to next of kin upon request.

Personal Information Bank Name:
Perspective Incident Management System

VanRIMS Classification:
06-5000-10 Legal Affairs and Risk Management - Security - Security Incident Reports

Purpose for Collection, Use, and Disclosure of Personal Information:
To track, document and investigate security incidents and concerns, and to provide information to staff about alarms, security, and safety related incidents.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
City Employees

Type(s) of Information Collected:
Civil / Criminal matters
Education
Employment
Vital Statistics
Persons Information is Disclosed To:
City Employees
Law Enforcement

Personal Information Bank Name:
Photo database

VanRIMS Classification:
06-5000-22 Legal Affairs and Risk Management - Security - Photo Database

Purpose for Collection, Use, and Disclosure of Personal Information:
To retain digital photographs of all City employees in order to generate security access cards.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Other

Information collected includes photographs of all City employees.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Poster and sign removal records

VanRIMS Classification:
08-4400-30 Governance - By-law Enforcement - Signage and Graffiti Removal Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the placement of signs and posters in public spaces and removal of signs from City property.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Workers

**Type(s) of Information Collected:**
By-law Enforcement

Includes information about “taggers”, which is organized by name.

**Persons Information is Disclosed To:**
City Employees

**Personal Information Bank Name:**
Power of attorney records

**VanRIMS Classification:**
05-4200-10 Financial Management - Taxation and Utilities - Property Tax Account Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document power of attorney granted by a property owner to a third party for matters related to property taxes. Records are stored in TEMPEST.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Civil / Criminal matters

Information collected relates to the granting of power of attorney.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Private records case files

VanRIMS Classification:
04-8000-30 Information Management - Archives : Accessions - Archival Holdings Case Files : Private

Purpose for Collection, Use, and Disclosure of Personal Information:
To establish legal ownership of and manage Archives' private-sector holdings, to administer access to restricted archival records, and for statistical purposes.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees
City Employees
Other Public Sector Employees

Type(s) of Information Collected:
Education
Employment
Family
Other
Vital Statistics

Information collected includes biographical information compiled about private individuals and organizations, names, addresses, contact information, financial information, research interests, and research credentials.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Property Tax Letters

VanRIMS Classification:
05-4200-10 Financial Management - Taxation and Utilities - Property Tax Account Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document enquiries and payment histories related to property tax payments. Records are collected by the Customer Services department. Information is maintained in Tempest.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Business Entities

**Type(s) of Information Collected:**
Finance
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Property tax refund records

**VanRIMS Classification:**
05-4200-10 Financial Management - Taxation and Utilities - Property Tax Account Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To issue cheques for property tax account credit balances. Information is maintained in Tempest.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Business Entities

**Type(s) of Information Collected:**
Finance

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Public Art Registry

VanRIMS Classification:
11-2600-22 Land Administration and Planning - Cultural Services - Public Art Register

Purpose for Collection, Use, and Disclosure of Personal Information:
To provide information about artists exhibiting public art works throughout the City (name, additional “contact” info such as websites, etc.). The City of Vancouver’s public art collection features artworks commissioned through the City’s civic and private sector programs and, for this reason, biographical details about the artist who created the work are catalogued in the public art program’s data repository, the Public Art Registry. In some cases, it may be the only place where this information is stewarded over the long term.

The artist’s biography provides basic information about a professional artist’s public persona including details about their life, career and credentials. It is integral to most situations featuring an artist or their work: for example, in exhibition catalogues and artwork registries. It also is a key document which enables artists to promote themselves when appearing in their professional capacity at lectures, workshops and panel discussions, and is often required as part of applications for artwork commissions and grants.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Information pertains to exhibiting artists.

Type(s) of Information Collected:
Education
Employment
Vital Statistics
Biographical Information

Persons Information is Disclosed To:
Private Citizens
Purchasing card statements

**VanRIMS Classification:**
03-1400-10 Procurement and Inventory Management - Purchase Card Programme - Purchase Card Distribution Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To reconcile purchases made on corporate purchasing cards (corporate credit cards) against monthly statements.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Finance

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Pyrotechnician records

**VanRIMS Classification:**
14-1000-32 Fire and Rescue - Incident Prevention - Pyrotechnicians Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the qualifications, certification, and licensing of pyrotechnicians working in the City. Includes a complete history of jobs and permits issued by the Fire Protection Office.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Sector Employees

**Type(s) of Information Collected:**
Education
Employment
Permits / Licences

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Record of Employment (ROE) forms

VanRIMS Classification:
05-3200-42 Financial Management - Payroll - Record of Employment (ROE) Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To document and summarize an employee’s Employment Insurance eligible earnings and deductions, upon temporary suspension or termination.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Employment Standards Act section 28
Employment Insurance Act section 87

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Finance
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Recruitment Management System

VanRIMS Classification:
07-3000-20 Human Resources Management - Staffing and Recruitment - Recruitment Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To track employment competitions and to provide contact information for applicants.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Private Citizens

Type(s) of Information Collected:
Employment
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Rental Agreements

VanRIMS Classification:
12-3000-30 Parks and Recreation - Business Services - Rental Agreements

Purpose for Collection, Use, and Disclosure of Personal Information:
To document agreements to rent Park Board facilities, sites, and sports fields to private groups and individuals for on-going activities. Records issued and maintained in ActiveNet.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Public Sector Employees
Private Sector Employees
Private Citizens

Type(s) of Information Collected:
Permits / Licences
Civil / Criminal matters

Persons Information is Disclosed To:
City Employees
Private Citizens
Information disclosed to Permittees.

**Personal Information Bank Name:**
Rental Permits

**VanRIMS Classification:**
12-3000-31 Parks and Recreation - Business Services - Rental Permits

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the rental of Park Board facilities, parks, and sports fields to outside groups for special events, filming, outdoor recreation, or short-term use. Records issued and maintained in ActiveNet.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees
Public Sector Employees
Private Sector Employees
Private Citizens

**Type(s) of Information Collected:**
Permits / Licences
Civil / Criminal Matters

**Persons Information is Disclosed To:**
City Employees
Private Citizens

Information disclosed to Permittees.

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**Personal Information Bank Name:**
Rental Properties System

**VanRIMS Classification:**
05-4000-12 Financial Management - Accounts Receivable - Rental and Lease Billing Records
Purpose for Collection, Use, and Disclosure of Personal Information:
To document tenant information about City-owned properties in order to collect and track rental payments. Rental Billing System stored in SAP.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Researcher Case Files

VanRIMS Classification:
04-8400-20 Information Management - Archives : Research and Access - Researcher Registration Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To document researchers' projects and relationships with Archives staff, in order to provide background information to aid staff in assisting researchers.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Vital Statistics

Information collected includes transcripts of conversations, correspondence, and narrative descriptions as well as any incident details.

Persons Information is Disclosed To:
City Employees

**Personal Information Bank Name:**
Researcher Registration Database

**VanRIMS Classification:**
04-8400-20 Information Management - Archives : Research and Access - Researcher Registration Forms

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To administer access to the Archives' holdings and for statistical purposes.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees
Public Sector Employees
Private Citizens
Private Sector Employees

Subjects are archival researchers.

**Type(s) of Information Collected:**
Education
Employment
Vital Statistics

Database includes researcher’s full name, company or institutional affiliation, research topic and all other information noted in the “Staff use” area of the registration form.

**Persons Information is Disclosed To:**
City Employees

**Personal Information Bank Name:**
Researcher registration forms

**VanRIMS Classification:**
Information Management - Archives: Research and Access - Researcher
Registration Forms

Purpose for Collection, Use, and Disclosure of Personal Information:
To administer access to the Archives' holdings and for statistical purposes.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About
City Employees
Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Employment
Vital Statistics
Other

Information collected includes names, addresses, contact information, research interests.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Residency certifications

VanRIMS Classification:
01-5000-50 Administration - Community Relations - Residency Certifications

Purpose for Collection, Use, and Disclosure of Personal Information:
To document certification of residency in the City.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Private Citizens
Type(s) of Information Collected:
Other
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Retirement case files

VanRIMS Classification:
07-3400-32 Human Resources Management - Benefits and Pensions - Pension Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document and address any issues with an employee’s retirement or pension.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Other

Records include information about the employee’s specific pension plan and their beneficiaries, and copies of documents from the Pension Corporation of BC.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Risk Management Collections System

VanRIMS Classification:
06-6000-40 Legal Affairs and Risk Management - Legal Services - Collections Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To record and track damage to City property in order to recover damages through an insurance claim or directly from the party involved. Information maintained in iVOS.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Civil / Criminal matters
Finance
Permits / Licences
Health
Employment
Law Enforcement
Family

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Safety and Driver Training System

VanRIMS Classification:
07-2300-15 Human Resources Management - Driver Services - Driver Insurance Records

Purpose for Collection, use, and Disclosure of Personal Information:
To track licensing and training information for drivers and equipment operators associated with City of Vancouver operations. Driver’s license abstract information is collected in order to comply with requirements stipulated by National Safety Code Standard 7: Carrier and Driver Profiles.

Authority for Collection of Personal Information:
BC FOIPPA section:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body


Collected Information is About:
City employees
Volunteers

Type of Information Collected:
Permits / Licences
Civil / Criminal Matters
Vital Statistics
Employment

Information collected includes driver's abstracts, claims histories, and training and assessment reports.

Persons Information is Disclosed to:
City Employees

Personal Information Bank Name:
Safety and Driver Training System

VanRIMS Classification:
07-2300-15 Human Resources Management - Driver Services - Driver Insurance Records

Purpose for Collection, use, and Disclosure of Personal Information:
To track licensing and training information for Parks Board and Engineering drivers and equipment operators. Driver's license abstract information is collected in order to comply with requirements stipulated by National Safety Code Standard 7: Carrier and Driver Profiles.

Authority for Collection of Personal Information:
BC FOIPPA section:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body


Collected Information is About:
City employees

Type of Information Collected:
Permits / Licences
Civil / Criminal Matters
Vital Statistics
Employment

Information collected includes driver's abstracts, claims histories, and training and assessment reports.
Persons Information is Disclosed to:
City Employees

Personal Information Bank Name:
Scheduling Lite

VanRIMS Classification:
07-3600-10 Human Resources Management - Temporary and Auxiliary Employee Management - Temporary Employment Placement Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Booking system is a scheduling tool for all individuals who are currently members of the City’s temp pool. System contains names and contact information, as well as work history while a member of the temp pool. Outside public bodies, such as Board of Variance and Park Board have used this agency’s services. The Vancouver Police Department and Vancouver Public Library have their own in-house departments.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Private Sector Employees

Type(s) of Information Collected:
Education
Employment
Vital Statistics

Database contains temp pool employee resumés, including employment and educational histories, skill sets, and availability.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Security logs

VanRIMS Classification:
06-5000-40 Legal Affairs and Risk Management - Security - Security Sign-in Logs
Purpose for Collection, Use, and Disclosure of Personal Information:
To track the entry and exit of people, including City employees, from various offices. Used in some offices for security purposes to record who is in the office at a given time, including staff members who are in the office outside of regular work hours.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Other

Information collected includes locations of individuals in a building.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Sewer unstop bills

VanRIMS Classification:
05-3000-32 Financial Management - Accounts Payable - Sewer Unstop Bills

Purpose for Collection, Use, and Disclosure of Personal Information:
To record reimbursements to residents for the cost of plumbing services in the event that sewer pipes become blocked due to City tree roots. Used to document any investigation into the complaint and to request that a reimbursement cheque be issued. Also used to flag the location for future preventative maintenance. Information maintained in Hansen.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Type(s) of Information Collected:
Finance
Vital Statistics

Information collected includes names and addresses.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Short-term Rental Records

VanRIMS Classification:
08-4400-05 Governance - By-law Enforcement - Short Term Rental Licence Audits

Purpose for Collection, Use, and Disclosure of Personal Information:
To confirm compliance with by-law requirements for short term rentals including information on proof of principal residency and proof of landlord and strata authorization.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
By-law Enforcement
Financial
Vital Statistics

Information collected includes copies of government issued ID, invoices, insurance, and financial statements.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Sidewalk patio permits

VanRIMS Classification:
13-4700-23 Engineering and Public Works - Streets : Usage - Sidewalk Patio Permits
Purpose for Collection, Use, and Disclosure of Personal Information:
Personal information includes name and contact information of permit holders.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Sector Employees

Type(s) of Information Collected:
Permits / Licences
Vital Statistics

Information collected includes names and contact information

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Special relief records

VanRIMS Classification:
13-1200-31 Engineering and Public Works - Local Improvement Management - Special Relief Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Information includes name, property and mailing addresses, etc. of residential property owners charged for local improvements in higher zoned neighbourhoods (e.g. commercial or industrial), which are charged more for local improvements as they are done to higher standards (i.e. thicker pavements, etc.).

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

**Personal Information Bank Name:**
Staff action forms (SAFs)

**VanRIMS Classification:**
05-3200-10 Financial Management - Payroll - Payroll Action System

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document information about City employees that affects their pay. Used as supporting documentation for entering or adjusting employee information in SAP.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Employment Standards Act section 28

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment
Finance
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Street use inspection reports

**VanRIMS Classification:**
08-4400-31 Governance - By-law Enforcement - Street Use Inspection Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To track the enforcement of permits on street usage for sidewalk cafes, produce and flower displays, vending, entertainment, furniture, signs, and pedicabs.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
By-law Enforcement

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Street use permit database

VanRIMS Classification:
13-4700-21 Engineering and Public Works - Streets : Usage - Street Use Permits

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the issuance and tracking of permits.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Public Sector Employees
Private Citizens
Private Sector Employees

Type(s) of Information Collected:
Permits / Licences

Information includes street use, permit number and date.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
T4 slips
VanRIMS Classification:
05-3200-40 Financial Management - Payroll - T4 Slips

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the annual gross and net incomes of each City employee, as required by the Canada Revenue Agency.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Income Tax Act section 230

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Finance
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Tax certificates

VanRIMS Classification:
05-4200-10 Financial Management - Taxation and Utilities - Property Tax Account Records

Purpose for Collection, Use, and Disclosure of Personal Information:
A detailed statement of a tax account, a public document that is available for a fee via Tempest. It details tax balances, metered utility balances, whether a property is registered in TIPP (Tax Instalment Payment Plan), etc. Generally requested by lawyers/notaries during conveyance process.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter section 401
Collected Information is About:
Private Citizens
Business Entities

Type(s) of Information Collected:
Finance
Vital Statistics

Persons Information is Disclosed To:
City Employees
Private Citizens
Private Sector Employees

Information is disclosed to private citizens on a fee for service basis.

Personal Information Bank Name:
Tax exemption (TD1) forms - basic

VanRIMS Classification:
05-3200-30 Financial Management - Payroll - Payroll Deductions

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the basic personal tax exemption of City employees.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Tax Instalment Prepayment Plan Documents

VanRIMS Classification:
05-4200-10 Financial Management - Taxation and Utilities - Property Tax Account Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Tempest database used to confirm a property owner’s pre-authorized withdrawal agreement for payment of property taxes.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Business Entities

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Tax sale records

VanRIMS Classification:
05-4200-12 Financial Management - Taxation and Utilities - Tax Sale Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Name and contact information maintained in Tempest for purchasers and registered property owners involved in the City’s annual Tax Sale.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter section 401

Collected Information is About:
Private Citizens
Business Entities

Type(s) of Information Collected:
Finance
Vital Statistics
Other

Information collected may include information related to family, employment, land titles, and property sales.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
TEAM System

VanRIMS Classification:
06-2000-43 Legal Affairs and Risk Management - Emergency Preparedness - HUSAR Deployment System

Purpose for Collection, Use, and Disclosure of Personal Information:
Information includes the level of staff training and deployment. Used to provide assistance during an emergency.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees
Private Citizens

Type(s) of Information Collected:
Civil / Criminal matters
Education
Employment
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Tee Time Reservation System Database

VanRIMS Classification:
12-5200-31 Parks and Recreation - Programme Administration - Golf Reservation Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To register tee time reservations at City golf courses.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Telecomm telephone bill

**VanRIMS Classification:**
05-3000-10 Financial Management - Accounts Payable - Vendor Payments Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To track the history of telephone usage (including cellular and pager usage) in order to review and approve charges.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Other

Personal information collected includes duration and destination of telephone calls.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name: TELESTAFF

VanRIMS Classification:
07-5000-10 Human Resources Management - Schedules and Work Assignments - Crew Location Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To capture Vancouver Fire and Rescue Services staff contact, training, movement, and vacation information that is outside the scope of the SAP system.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Education
Employment
Vital Statistics

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
Temporary employment placement records

VanRIMS Classification:
07-3600-10 Human Resources Management - Temporary and Auxiliary Employee Management - Temporary Employment Placement Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the placement of temporary employees with business units in the City.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

**Type(s) of Information Collected:**
Employment

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Temporary Foreign Worker Permit Application

**VanRIMS Classification:**
07-1200-15 Human Resources Management - Employee and Labour Relations - Temporary Foreign Worker Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the City of Vancouver application for a work permit for a ForeignWorker including a Labour Market Impact Assessment (LMIA).

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Temporary Foreign Worker permits

**VanRIMS Classification:**
07-1200-15 Human Resources Management - Employee and Labour Relations - Temporary Foreign Worker Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the possession of a work permit by a Foreign Worker.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Ticket Verification and Management Update Database

**VanRIMS Classification:**
08-4200-20 Governance - By-law Enforcement : Collections and Disputes
Administration - By-law Fines Collection Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To download information from the “Ticket verification and management update system” in order to conduct parking ticket and police-issued by-law violation ticket queries.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
By-law Enforcement
Finance
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Ticket Verification and Management Update System

**VanRIMS Classification:**
08-4200-20 Governance - By-law Enforcement : Collections and Disputes Administration - By-law Fines Collection Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To capture information related to parking tickets and police-issued by-laws, including payment, incident and registered owner information.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (b) - information that is collected for the purposes of law enforcement
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
By-law Enforcement
Finance
Vital Statistics

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Time entry records

**VanRIMS Classification:**
05-3200-20 Financial Management - Payroll - Time Entry Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document the hours worked by City employees in any given business unit.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Employment Standards Act section 28

**Collected Information is About:**
City Employees
Type(s) of Information Collected:
Employment
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Time entry reporting records

VanRIMS Classification:
05-3200-21 Financial Management - Payroll - Time Entry Reporting Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To summarize and verify time entry information for City employees.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of
the public body

Employment Standards Act section 28

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Vital Statistics

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Ungerboeck Event Software

VanRIMS Classification:
02-4000-10 Real Estate and Facilities Management - Theatres Management - Event
Business Management System (EBMS) Database

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the rental of Civic Theatre spaces for performances, meetings, or other events. Also used to monitor and review shows held at these facilities.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Public Sector Employees
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Employment
Finance
Permits / Licences

Information collected includes details about employees working at an event, comments or complaints by attendees, licensee name and contact information, date and time of booking, venue, charges, and other information specific to individual bookings.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Union position review case files

**VanRIMS Classification:**
07-3200-11 Human Resources Management - Classification and Compensation - Position Control Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To document job evaluations of a union position or group of positions in order to assess whether the current classification is appropriate.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Employment

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
UPAWS (Utilities Pre-Authorized Withdrawals)

VanRIMS Classification:
05-4200-20 Financial Management - Taxation and Utilities - Utilities Account Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Tempest database used to confirm a property owner’s pre-authorized withdrawal agreement for payment of utility billings.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens
Business Entities

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Utilities Refund Records

VanRIMS Classification:
05-3000-10 Financial Management - Accounts Payable - Vendor Payments Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To issue cheques for utility account credit amounts. Information maintained in Tempest.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body
Collected Information is About:
Private Citizens
Business Entities

Type(s) of Information Collected:
Finance

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Vancouver Fire and Rescue Services (VFRS) Recruitment Case Files

VanRIMS Classification:
07-3000-40 Human Resources Management - Staffing and Recruitment - Uniform Staff Recruitment Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the recruitment of Vancouver Fire and Rescue Services staff.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Education
Employment
Vital Statistics

Information includes resumés, interviews, written references and test results, transcripts, work experience, personal history, criminal record checks and copies of certificates/licences.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
VanTree
VanRIMS Classification:
12-2200-23 Parks and Recreation - Plant and Animal Management - Street Tree Records

Purpose for Collection, Use, and Disclosure of Personal Information:
Database contains the entire street tree inventory of each tree in the City including the condition, and work that has been performed or scheduled, etc. Database also includes complaints from the public including the complainant’s contact information, and follow-up to the complaint.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Information collected includes the phone number and name of the individual who contacted the Park Board.

Persons Information is Disclosed To:
City Employees

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Personal Information Bank Name:
VFRS Training Certification Records

VanRIMS Classification:
14-2000-32 Fire and Rescue - Pre-incident Planning - Training-certification Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To ensure regulatory compliance if applicable (i.e. WHIMIS training) and to track promotional requirements and completion of required training. Records series contains documents which include personal information.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Education  
Employment  
Permits / Licences  

**Persons Information is Disclosed To:**  
City Employees

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**Personal Information Bank Name:**  
VFRS Training Session Records

**VanRIMS Classification:**  
14-2000-31 Fire and Rescue - Pre-incident Planning - Training-session Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**  
To ensure regulatory compliance if applicable (i.e. WHIMIS training) and to track promotional requirements and completion of required training. Records series contains documents which include personal information.

**Authority for Collection of Personal Information:**  
BC FOIPPA Act, Sections:  
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**  
City Employees

**Type(s) of Information Collected:**  
Education  
Employment

**Persons Information is Disclosed To:**  
City Employees

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**Personal Information Bank Name:**  
Volunteer case files

**VanRIMS Classification:**  
07-1200-12 Human Resources Management - Employee and Labour Relations - Student Work Placement, Volunteer Case Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**  
To document the working history of individuals volunteering for the City.
Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Education
Employment
Other

Information collected includes resumes, lists of duties and work completed, letters of reference, documentation of training completed, confirmation of security checks, and related correspondence.

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Voter registrations

VanRIMS Classification:
08-1000-61 Governance - General Local Elections - Voter Registrations

Purpose for Collection, Use, and Disclosure of Personal Information:
To document information about applicants for registration as electors. Sections 24 and 28 of the Vancouver Charter stipulate the information that must be collected from resident and non-resident property electors.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter section 24 and section 28
Election Act section 12 and section 35

Authority for the collection of personal information by municipal electoral officers for the purposes of voter registration is provided by Section 12 of the Election Act [RSBC1996]. Section 35 of the Election Act stipulates the type of information that must be collected.

Collected Information is About:
Private Citizens

**Type(s) of Information Collected:**
Vital Statistics

**Persons Information is Disclosed To:**
City Employees
Private Citizens
Other Public Sector Employees

Voter registrations for resident electors are transferred to Elections B.C. for retention. The records for non-property resident electors are maintained by the City for the next election.

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**Personal Information Bank Name:**
Voters List

**VanRIMS Classification:**
08-1000-60 Governance - General Local Elections - Voters List

**Purpose for Collection, Use, and Disclosure of Personal Information:**
To list all voters eligible to participate in the City’s general local election or by-election.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter section 35.2

Authority for the collection of personal information is dictated by section 35(2) of the Vancouver Charter

**Collected Information is About:**
Private Citizens

**Type(s) of Information Collected:**
Vital Statistics

**Persons Information is Disclosed To:**
City Employees
Private Contractors
Disclosure to private citizens is subject to the terms of section 122(3) of the Vancouver Charter.

Personal Information Bank Name:
Voting Books and Voter Declarations

VanRIMS Classification:
08-1000-62 Governance - General Local Elections - Voting Books and Voter Declarations

Purpose for Collection, Use, and Disclosure of Personal Information:
Books signed by registered voters to indicate they have received a ballot.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (a) - the collection of that information is expressly authorized by or under an Act
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Vancouver Charter section 87

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Vital Statistics

Persons Information is Disclosed To:
City Employees
Private Citizens

Disclosure to private citizens is subject to the terms of section 122(3) of the Vancouver Charter

Personal Information Bank Name:
Voting place staffing records

VanRIMS Classification:
08-1000-10 Governance - General Local Elections - Election Staffing Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document all staff working for the municipal election.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Waivers - minors

VanRIMS Classification:
06-1200-51 Legal Affairs and Risk Management - Risk Analysis and Mitigation - Waivers-minors

Purpose for Collection, Use, and Disclosure of Personal Information:
To document the release of the City from liability in relation to public participation of minors in activities or events run by the Park Board or other City departments.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Civil / Criminal matters

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
Waivers - of age

VanRIMS Classification:
06-1200-50 Legal Affairs and Risk Management - Risk Analysis and Mitigation - Waivers-Adults
Purpose for Collection, Use, and Disclosure of Personal Information:
To document the release of the City from liability in relation to public participation in activities or events run by the Park Board or other City departments.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Civil / Criminal matters

Persons Information is Disclosed To:
City Employees

Personal Information Bank Name:
WCB claims appeals files

VanRIMS Classification:
07-4200-10 Human Resources Management - Employee Claims Management - WSBC Claims Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document appeals of Worker’s Compensation Board claims decisions, either by the claimant or by the City as the employer.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Employment
Health
Vital Statistics

Persons Information is Disclosed To:
City Employees
Public Sector Employees
Private Sector Employees

Personal Information Bank Name:
WCB claims case files

VanRIMS Classification:
07-4200-10 Human Resources Management - Employee Claims Management - WSBC Claims Case Files

Purpose for Collection, Use, and Disclosure of Personal Information:
To document claims for compensation to the Worker’s Compensation Board (WCB) by City employees.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
City Employees

Type(s) of Information Collected:
Family
Health
Vital Statistics

Persons Information is Disclosed To:
City Employees
Public Sector Employees
Private Sector Employees

Personal Information Bank Name:
WCB claims transaction reports

VanRIMS Classification:
07-4200-30 Human Resources Management - Employee Claims Management - WSBC Claims Transaction Reports

Purpose for Collection, Use, and Disclosure of Personal Information:
To document claims submitted to the Workers Compensation Board for reporting and reference purposes.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
City Employees

**Type(s) of Information Collected:**
Civil / Criminal matters
Health

Information collected includes summaries of claims submitted to the Workers Compensation Board.

**Persons Information is Disclosed To:**
City Employees

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**Personal Information Bank Name:**
Weigh scale tickets

**VanRIMS Classification:**
13-6400-30 Engineering and Public Works - Solid Waste : Transfer and Landfill - Weigh Scale Tickets

**Purpose for Collection, Use, and Disclosure of Personal Information:**
Weigh scale tickets issued to all paying customers at Vancouver’s Sanitary Landfill.

**Authority for Collection of Personal Information:**
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

**Collected Information is About:**
Private Citizens
Private Sector Employees

**Type(s) of Information Collected:**
Finance
Vital Statistics

Information collected includes name, contact information, license plate number, vehicle number, weight, and documentation of payments received.

**Persons Information is Disclosed To:**
City Employees
Personal Information Bank Name:
Youth outreach records

VanRIMS Classification:
12-5200-20 Parks and Recreation - Programme Administration - Programme Registration Records

Purpose for Collection, Use, and Disclosure of Personal Information:
To document outreach programmes offered by the Park Board to youth.

Authority for Collection of Personal Information:
BC FOIPPA Act, Sections:
26 (c) - the information relates directly to and is necessary for a program or activity of the public body

Collected Information is About:
Private Citizens

Type(s) of Information Collected:
Other
Vital Statistics

Information includes a list of all programmes and activities in which the youth participate. Some files may contain additional personal information.

Persons Information is Disclosed To:
City Employees
Private Sector Employees