

PERSONAL INFORMATION BANK DIRECTORY  
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**Personal Information Bank Name:**

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 document public and private records accessioned into the Archives' holdings.

**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 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.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Account write-off records

**VanRIMS Classification:**

05-4000-41 Financial Management : Accounts Receivable : Receivable 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) - information that relates directly to and is necessary for an operating 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:**

Add MSS 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.

**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 body

**Collected Information is About:**

Private Citizens

Private 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

---

**Personal Information Bank Name:**

Agreements Index

**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Apprenticeship, internship and co-op student records

**VanRIMS Classification:**

07-1200-12 Human Resources Management : Training and Organization Development : Apprenticeship, internship, and co-op student records

**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Arbitration awards

**VanRIMS Classification:**

07-1200-23 Human Resources Management : Employee and Labour Relations :  
Arbitration awards

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Employee arbitration case files, contain personal information other than work contact info.

**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 body

**Collected Information is About:**

City Employees

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

Civil / Criminal matters

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Archives description databases

**VanRIMS Classification:**

04-8400-16 Information Management : Archives - Research and Access : Description  
databases

**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.

**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 body

**Collected Information is About:**

City Employees

Other Public Sector

Private Citizens

Private Sector

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

Other

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

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Archives photo ordering system

**VanRIMS Classification:**

06-6200-10 Legal Affairs and Risk Management - Legal Agreements - Civic Agreements

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To manage ordering and payment for photographs and permissions from the City Archives.

**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 body

**Collected Information is About:**

Private Citizens

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

Finance

Vital Statistics

**Persons Information is Disclosed To:**

City Employees

**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) - information that relates directly to and is necessary for an operating 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:**  
Automated Emergency Call out

**VanRIMS Classification:**  
06-2200-01: Legal Affairs and Risk Management - Emergency Response - General  
Records

**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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) - 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:**

Civil / Criminal matters  
Finance

**Persons Information is Disclosed To:**

City Employees

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**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**  
Building Services - Direct booking system

**VanRIMS Classification:**  
07-5000-12 Human Resources Management : Schedules and Work Assignments : Work schedules

**Purpose for Collection, Use, and Disclosure of Personal Information:**  
To allow building supervisors to schedule shifts for auxiliary building services staff via an online application.

**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 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:**  
Burial permits

**VanRIMS Classification:**  
02-6000-30 Real Estate and Facilities Management : Cemetery Management : Burial permits

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document permits authorizing deceased to be buried in Mountain View cemetery.

Personal information is collected and maintained in accordance with section 23 of the Vital Statistics Act, and section 27(1) of the Cremation, Interment and Funeral Services Regulations.

**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 body

**Collected Information is About:**

Private Citizens

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

Health

Permits / licenses

Vital Statistics

Information includes permit number, date of interment, undertaker, name, address, age, sex, marital status, birth place, place of death, cause of death, attending physician, religion of deceased, and name and address of plot owner.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Burial permit register

**VanRIMS Classification:**

02-6000-50: Cemetery register:Cemetery Management-Real Estate and Facilities Management

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document the register of burial permits.

**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 body

**Collected Information is About:**



Private Citizens

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

Other  
Permits / licenses

Information includes: date of burial, name of undertaker, burial permit number, price of plot and description of work to be done.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Burial registry

**VanRIMS Classification:**

02-6000-50: Cemetery register:Cemetery Management-Real Estate and Facilities Management

**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 (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

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

Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Business Improvements Areas system

**VanRIMS Classification:**

05-4200-10 Financial Management : Revenue : Property tax account records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To provide information about property owners within the geographic boundary of a Business Improvement Area (BIA) in order to collect property taxes.

**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 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:**

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) - information that relates directly to and is necessary for an operating 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:**

Campaign financing disclosure statements

**VanRIMS Classification:**

08-1000-40 Governance : General Local Elections : Campaign financing disclosure statements

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Signed disclosure statements from candidates indicating campaign contributions and expenses

Authority for the collection of personal information dictated by section 62 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) - information that relates directly to and is necessary for an operating 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

Private Citizens

Disclosure to private citizens is subject to the terms of section 65(2) of the Vancouver Charter

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**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) - information that relates directly to and is necessary for an operating 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:**

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) - information that relates directly to and is necessary for an operating 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

---

**Personal Information Bank Name:**

Cemetery deed books

**VanRIMS Classification:**

02-6000-20 Real Estate and Facilities Management : Cemetery Management :  
Cemetery deed books

**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 (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

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

Finance

Permits / licenses

Information 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.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Cemetery register index

**VanRIMS Classification:**

02-6000-50: Cemetery register:Cemetery Management-Real Estate and Facilities  
Management

**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 (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

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

Other  
Vital Statistics

Information includes names of deceased in alphabetical order, given reference number to page and section in the cemetery register listing grave location for each.

**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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating 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 management database (iVOS)

**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 claims made against the City.

**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 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  
Finance  
Health  
Other  
Permits / licenses

Information captured 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

---

**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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:**  
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.

**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 body

**Collected Information is About:**

Private Citizens  
Private Sector Employees

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

Finance

**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Permits / licenses

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Compensation authorization forms (CAFs)

**VanRIMS Classification:**

07-3200-40 Human Resources Management : Classification and Compensation : Compensation authorization forms (CAFs)

**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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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 management system

**VanRIMS Classification:**

01-5000-12 Administration : Community Relations : Community relations records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track correspondence sent to the City by private citizens.

**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 body

**Collected Information is About:**

Private Citizens

**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

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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) - 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:**

Bylaw Enforcement

Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Councillor support case files

**VanRIMS Classification:**

08-2200-25 Governance : Council - 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) - information that relates directly to and is necessary for an operating 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

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**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 on prospective City employees through local police authorities, and to document the results of these checks.

**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 body

**Collected Information is About:**

City Employees  
Private Citizens

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

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

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**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) - information that relates directly to and is necessary for an operating 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:**  
Permits / licenses

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

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**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

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**Personal Information Bank Name:**

Dog license renewals system

**VanRIMS Classification:**

11-4600-21 Land Administration and Planning : Licenses : Dog licenses

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To provide contact information for dog owners in order to notify them about renewal of licenses and to identify owners of lost dogs. The system also allows dog owners to renew their licenses via the internet.

**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 body

**Collected Information is About:**

Private Citizens

Information is about dog owners.

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

Finance

Permits / licenses



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

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**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.

**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

**Type(s) of Information Collected:**  
Bylaw Enforcement

**Persons Information is Disclosed To**  
City Employees

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**Personal Information Bank Name:**  
Emergency Plan Volunteers

**VanRIMS Classification:**  
06-2000-42 Legal Affairs and Risk Management : Emergency Preparedness : ESS 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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:**

Employee equipment files

**VanRIMS Classification:**

03-2600-10 Procurement and Inventory Management : VFRS 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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 / licenses  
Vital Statistics

Information captured includes: job applications, interview notes, references, resumés, 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:**  
Bylaw 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, 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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Event Based Management System (EBMS)

**VanRIMS Classification:**

02-4000-10 Real Estate and Facilities Management : Theatres Management : Booking 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) - information that relates directly to and is necessary for an operating 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:**

Employment  
Finance  
Permits / licenses

Includes information 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:**

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) - information that relates directly to and is necessary for an operating 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:**

Employment

**Persons Information is Disclosed To:**

City Employees

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**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Exposure records

**VanRIMS Classification:**

13-2200-24: Densometer test records: Material Testing and Inspection Services-  
Engineering and Public Works

**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.

The authority for the collection of this personal information is dictated by the legal obligation to retain these records according to section 27 of the federal Nuclear Safety and Control Act.

Authority for collection of personal information dictated by the Workers Compensation Act, [RSBC 1996] Chapter 492.

**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 body

**Collected Information is About:**  
City Employees

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

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

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**Personal Information Bank Name:**  
Facility rentals

**VanRIMS Classification:**  
05-4250-30 Financial Management : Revenue - Park Board : 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) - information that relates directly to and is necessary for an operating 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:**  
Financial disclosures

**VanRIMS Classification:**  
08-2200-11 Governance : Council - 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 dictated by section 4 of the provincial Financial Disclosure 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) - information that relates directly to and is necessary for an operating program or activity of the public

**Collected Information is About:**

Other

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

Finance

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Fire investigation records

**VanRIMS Classification:**

14-4000-20 Fire and Rescue : Post-Incident Reporting : Investigation journals

**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) - information that relates directly to and is necessary for an operating 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

**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) - 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

Subjects are permit applicants.

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

Permits / licenses

**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Fire Recruitment System (FRS)

**VanRIMS Classification:**

07-3000-40 Human Resources Management : Staffing and Recruitment : VFRS  
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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Education  
Employment  
Other  
Vital Statistics

Personal information also includes scores on test results.

**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 33.6 of the provincial Worker's Compensation Act - Occupational Health and Safety.

**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 body

**Collected Information is About:**

City Employees

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

Health  
Vital Statistics

Section 33.6 of the provincial Worker's Compensation Act - Occupational Health and Safety stipulates the collection of information including name, date of incident, description of the nature of the injury or illness and how it occurred, and a description of any treatment provided.

**Persons Information is Disclosed To:**

City Employees

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**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Flexi-pass application binders

**VanRIMS Classification:**

12-5200-30 Parks and Recreation : Programme Administration : Patron access 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) - information that relates directly to and is necessary for an operating 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:**

FOI request database

**VanRIMS Classification:**

04-1000-21 Information Management : Access and Privacy - City of Vancouver : 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) - information that relates directly to and is necessary for an operating 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

Personal information contained in the database may be related to any of these categories, depending on the nature of the request.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Fundraising records

**VanRIMS Classification:**

05-6050-10 Financial Management : Development and Fundraising - Park Board : Fundraising case files

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Donor information, including name, mailing address, phone numbers, and e-mail address.

**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 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:**

Gardening permits - streets

**VanRIMS Classification:**

13-4500-51 Engineering and Public Works : Streets - Maintenance and Repair :  
Gardening permits - Streets

**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 wait lists.

**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 body

**Collected Information is About:**

Private Citizens

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

Permits / licenses

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Gift for Parks programme records

**VanRIMS Classification:**

05-6050-30 Financial Management : Development and Fundraising - Park Board : Donor records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

A donor database is 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Finance

Other

Vital Statistics

A donor database is used to enter information such as name, contact information, and type or amount of gift.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Grave space records

**VanRIMS Classification:**

02-6000-30 Real Estate and Facilities Management : Cemetery Management :  
Internment 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 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 body

**Collected Information is About:**

Private Citizens

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

Other

Permits / licenses

Vital Statistics



Information 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 holder, undertaker, remarks, notice of license transfer and date transferred, and ashes interred.

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

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**Personal Information Bank Name:**  
Green Streets programme records

**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 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**  
Private Citizens

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

Information captured includes applications from residents.

**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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating 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:**

GuardCard

**VanRIMS Classification:**

12-5200-40 Parks and Recreation : Programme Administration : Leisure access card 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

Subjects are applicants for leisure access cards.

**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:**

Habitual problem parkers case files

**VanRIMS Classification:**

08-4400-20: Parking ticket records:By-law Enforcement-Governance

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document repeat parking 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) - 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:**

Bylaw Enforcement  
Other

Records contain license plate information, vehicle descriptions, and summaries of tickets issued

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

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**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 by the City for resolution by Engineering Services.  
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) - information that relates directly to and is necessary for an operating program or activity of the public body

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

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

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

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

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**Personal Information Bank Name:**  
HR accident investigation system

**VanRIMS Classification:**  
07-4000-20 Human Resources Management : Occupational Health and Safety : Health and safety workplace inspections

**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) - information that relates directly to and is necessary for an operating 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:**

HR grievance management system

**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:**

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) - information that relates directly to and is necessary for an operating 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 dictated by the Human Rights Code, R.S.B.C. 1996, c. 210.

**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 body

**Collected Information is About:**

City Employees

Private Citizens

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

Other

Personal information captured in the files is dependent on the nature and extent of the complaint.

**Persons Information is Disclosed To:**

Other 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

Other 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:**

Records include name and contact information.

**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 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:**

Incident investigation records

**VanRIMS Classification:**

07-4000-20 Human Resources Management : Occupational Health and Safety : Incident  
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.

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) - information that relates directly to and is necessary for an operating program  
or activity of the public body

**Collected Information is About:**

City Employees

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

Health

Other

Records 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

Other Public Sector Employees

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**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Civil / Criminal matters

Other

Information pertains to injuries or property damage.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Instructors' records

**VanRIMS Classification:**

12-5200-60 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**  
Iris database

**VanRIMS Classification:**  
12-5200-21 Parks and Recreation : Programme Administration : Safari database

**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) - information that relates directly to and is necessary for an operating 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:**  
IT security 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

City Employees

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

Bylaw Enforcement

Civil / Criminal matters

Other

Information includes descriptions of incidents under investigation.

**Persons Information is Disclosed To:**

City Employees

Other Public Sector Employees

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**Personal Information Bank Name:**

IT 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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**  
Keyscan database

**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) - information that relates directly to and is necessary for an operating 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:**  
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) - information that relates directly to and is necessary for an operating 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:**

Labour files

**VanRIMS Classification:**

07-1200-32 Human Resources Management : Employee and Labour Relations :  
Employee relations case

**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) - information that relates directly to and is necessary for an operating 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:**

LAFB Certification records

**VanRIMS Classification:**

14-1000-50 Fire and Rescue : Incident Prevention : LAFB 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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Legal case files database

**VanRIMS Classification:**

06-6000-10 Legal Affairs and Risk Management : Legal Services : Legal case files database

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Database is a computerized index system of all of Legal Service's files. It also contains electronic copies of documents prepared on these files (word processing documents) which could include agreements, correspondence, contact information, court documents, etc.

**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 body

**Collected Information is About:**

Other

Private Citizens

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

Civil / Criminal matters

**Persons Information is Disclosed To:**



City Employees

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**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 document complaints and service requests received by the City.

**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 body

**Collected Information is About:**

Private Citizens

City Employees

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

Other

Information 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

Other Government Employees

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**Personal Information Bank Name:**

Lagan - Payments

**VanRIMS Classification:**

05-4000-11: Financial Management - Accounts Receivables: Receivable 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens  
Businesses

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

Finance

Calls are transactional and are not recorded.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Leisure access card records

**VanRIMS Classification:**

12-5200-40 Parks and Recreation : Programme Administration : Leisure access card 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) - information that relates directly to and is necessary for an operating 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 : Life insurance claims - in-service deaths

**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) - information that relates directly to and is necessary for an operating 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 employee

**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

**Personal Information Bank Name:**

Litigation case files

**VanRIMS Classification:**

06-6000-60 Legal Affairs and Risk Management : Legal Services : Litigation case files

**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) - 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:**

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) - information that relates directly to and is necessary for an operating 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 : Billing 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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Maillog - Parks

**VanRIMS Classification:**

04-3500-30: Mail registers:Mail and Courier Services-Information Management  
(External Review Complete)

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To track correspondence sent to Parks by private citizens.

**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 body

**Collected Information is About:**

Private Citizens

**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

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**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Other

The information 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) - 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:**



Other  
Vital Statistics

May include information 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**  
Private Citizens

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

Information captured 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 : Nomination 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 the collection of personal information dictated by section 44 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**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.

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**Personal Information Bank Name:**

Oaths of office

**VanRIMS Classification:**

08-2200-12 Governance : Council - 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

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**Personal Information Bank Name:**

One Card

**VanRIMS Classification:**

12-5200-21 Parks and Recreation : Programme Administration : Safari database

**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) - information that relates directly to and is necessary for an operating 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 licenses accounts records

**VanRIMS Classification:**

05-4000-41 Financial Management : Accounts Receivable : Overdue receivables records

**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Finance

Permits / licenses

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

**Persons Information is Disclosed To:**

City Employees

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**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.

**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 body

**Collected Information is About:**

Private Citizens

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

Health

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Park Board accident database

**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 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

City Employees

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

Employment

Health

Information captured 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

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**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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating 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 Photo ID system

**VanRIMS Classification:**

12-5200-40 Parks and Recreation : Programme Administration : Leisure access card 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Finance

Other

Vital Statistics

Personal information includes photographs of card holders.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Park Board Marine 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) - information that relates directly to and is necessary for an operating 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 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) - information that relates directly to and is necessary for an operating program  
or activity of the public body

**Collected Information is About:**  
City Employees

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

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

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**Personal Information Bank Name:**  
Parking enforcement database

**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 parking enforcement and employee information

**Authority for Collection of Personal Information:**  
BC FOIPPA Act, Sections:  
26 (b) - information that is collected for the purposes of law



26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

City Employees  
Private Citizens  
Private Sector Employees

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

Bylaw Enforcement  
Employment

Includes information about abandoned vehicles, by-laws, court bookings, dispatch, a portion of the employee database, engineering requests, inventory, reference, staff availability and ticketing.

**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 exemption/permit programme

**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

City Employees

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

Bylaw 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 permits

**VanRIMS Classification:**

08-4100-20 Governance : By-law Exemptions : Parking exemption/permit programme

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document the issuance of parking permits that provide an exemption from certain parking requirements or restrict parking in certain zones, and regulate parking on City streets where meters are not feasible.

**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 body

**Collected Information is About:**

Private Citizens

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

Health

Permits / licenses

Vital

Permits include residential and handicapped parking permits, as well as meter exception permits.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Parking permit application forms

**VanRIMS Classification:**

06-5000-30 Legal Affairs and Risk Management : Security : Parking permit application forms

**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

City Employees

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

Permits / licenses

Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Parking ticket customer services 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, and identify parking ticket dispute records

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (b) - information that is collected for the purposes of law

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:**

Bylaw Enforcement

Includes telephone logs, written complaints, and replies.

**Persons Information is Disclosed To:**

City Employees

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**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:**

Name and contact information is recorded for complainants regarding pavement condition.

**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 body

**Collected Information is About:**

Private Citizens

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

Other

Information includes complaints about the condition of City streets and sidewalks.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Payroll cards system

**VanRIMS Classification:**

05-3200-21 Financial Management : Payroll : Time entry reporting records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To provide information on changes to City employees' pay prior to 1999 in order to make adjustments to pensionable earnings, and adjustments after a new collective agreement has been signed.

**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 body

**Collected Information is About:**

City Employees

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

Finance  
Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**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.

The authority for the collection of this personal information is dictated by the legal obligation to retain these records according to section 28 of the provincial Employment Standards Act, section 24 of the federal Canada Pension Plan Act, section 87 of the federal Employment Insurance Act, and section 230 of the federal Income Tax 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) - information that relates directly to and is necessary for an operating 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

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**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.

The authority for the collection of this personal information is dictated by the legal obligation to retain these records according to section 28 of the provincial Employment Standards Act, and section 230 of the federal Income Tax 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**  
Perpetual care contracts

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

**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 (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

**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

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**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 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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**  
City Employees

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

Includes photographs of all City employees.

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

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**Personal Information Bank Name:**  
Photographer listing

**VanRIMS Classification:**  
04-8400-15 Information Management : Archives - Research and Access : Descriptions and finding aids

**Purpose for Collection, Use, and Disclosure of Personal Information:**

A listing of photographers in the two major collections of photos in the Archives, the JSM and CVA Collections. This information is available on-line and in the Archives.

**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 body

**Collected Information is About:**

City Employees

Other Public Sector Employees

Private Citizens

Private Sector Employees

The listing does not distinguish in what capacity a photographer has taken his/her photographs (i.e.: as a private citizen, a City employee, or other sector employee).

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

Other

Information about all photographic works in the Archives' holdings, listed by photographer.

**Persons Information is Disclosed To:**

City Employees

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**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Bylaw Enforcement

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

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Power of attorney records

**VanRIMS Classification:**

05-4200-10 Financial Management : Revenue : 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.

**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 body

**Collected Information is About:**

Private Citizens

Private Sector Employees

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

Civil / Criminal matters

Information relates to the granting of power of attorney.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Private records case files

**VanRIMS Classification:**

04-8000-30 Information Management : Archives - Accessions : Archival holdings case files

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document holdings of records donated to the Archives from private individuals or organizations. Used to manage the accession and ongoing administration of archival records.

**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 body

**Collected Information is About:**

Private Citizens

Private Sector Employees

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

Education

Employment

Family

Other

Vital Statistics

Includes biographical information compiled about private individuals and organizations.

**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 : Revenue : 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 maintained in Tempest.

**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 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:**

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 rebates credited to a property tax account. Information now maintained in Tempest.

**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 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:**

Public Art Registry

**VanRIMS Classification:**

11-2600-22: Public art registry:Cultural Affairs-Land Administration and Planning

**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.)

**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 body

**Collected Information is About:**

Private Citizens

Information pertains to exhibiting artists.

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

Education  
Employment  
Vital Statistics

Information is of a biographical nature.

**Persons Information is Disclosed To:**

Private Citizens

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**Personal Information Bank Name:**

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) - information that relates directly to and is necessary for an operating 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:**

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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Sector Employees

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

Education

Employment

Permits / licenses

**Persons Information is Disclosed To:**

City Employees

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**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 the collection of personal information dictated by the legal obligation to retain these records according to section 28 of the provincial Employment Standards Act and section 87 of the federal Employment Insurance 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**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:**

Recruitment management system

**VanRIMS Classification:**

07-3000-20 Human Resources Management : Staffing and Recruitment : Job competition 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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**



RecWare Pro database

**VanRIMS Classification:**

12-5200-21 Parks and Recreation : Programme Administration : Safari database

**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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private

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

Finance

Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Rental agreements

**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 agreements to rent Park Board facilities, sites, and sports fields to private groups and individuals for on-going activities. Includes records documenting the rental of marina berths.

**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 body

**Collected Information is About:**

Other

Private Citizens

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

Civil / Criminal matters

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

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**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 or short-term use.

**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 body

**Collected Information is About:**  
Other  
Private Citizens

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

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

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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.

**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 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: Researcher registration forms:Archives - Research and Access-Information Management

**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) - 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:**

Other

Vital Statistics

Information includes transcripts of conversations, correspondence, and narrative descriptions.

**Persons Information is Disclosed To:**

City Employees

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**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 register individuals conducting research at the Archives, to determine access privileges, and to compile statistical information on users.

**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 body

**Collected Information is About:**

City Employees  
Other 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

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**Personal Information Bank Name:**

Researcher registration forms

**VanRIMS Classification:**

04-8400-20 Information Management : Archives - Research and Access : Researcher registration forms

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To register individuals conducting research at the Archives, to determine access

privileges, and to compile statistical information on users.

**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 body

**Collected Information is About**

City Employees

Other Public Sector Employees

Private

Private Sector

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

Other

Employment

Vital

**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) - information that relates directly to and is necessary for an operating 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

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**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Risk Management collections system

**VanRIMS Classification:**

06-6000-40 Legal Affairs and Risk Management : Legal Services : Collection 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 now maintained in iVOS.

**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 body

**Collected Information is About:**

Private Citizens

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

Civil / Criminal matters

Finance

Permits / licenses

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Safari database

**VanRIMS Classification:**

12-5200-21 Parks and Recreation : Programme Administration : Safari database

**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) - information that relates directly to and is necessary for an operating 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:**

Safety and driver training system (ENG & PB) - so

**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 licensing and training information for Parks Board and Engineering drivers and equipment operators.

Drivers 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 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 body

**Collected Information is About:**

City Employees

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

Civil / Criminal matters

Permits / licenses

Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Safety and driver training system

**VanRIMS Classification:**

07-2300-10 Human Resources Management : Drivers Services : Monitoring and Tracking  
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.

Drivers 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 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 body

**Collected Information is About:**

City Employees  
Volunteers

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

Civil / Criminal matters  
Permits / licenses  
Vital Statistics

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Security issues records so

**VanRIMS Classification:**

06-5000-13 Legal Affairs and Risk Management : Security : Security issues records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document security incidents and concerns to provide background information to staff about ongoing issues. Information now maintained in Perspective Incident Management System.

**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

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

Civil / Criminal matters  
Education  
Employment  
Vital Statistics

**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) - information that relates directly to and is necessary for an operating 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

Information includes locations of individuals in a building.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

Staff action forms (SAFs)

**VanRIMS Classification:**

05-3200-10 Financial Management : Payroll : Staff action forms (SAFs)

**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 the collection of personal information dictated by the legal obligation to retain these records according to section 28 of the provincial Employment Standards 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**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:**

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) - information that relates directly to and is necessary for an operating 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:**

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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Sector Employees

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

Permits / licenses

**Persons Information is Disclosed To:**

City Employees

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**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 (eg. thicker pavements, etc.).

**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 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:**

Staff management system database

**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) - information that relates directly to and is necessary for an operating 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:**

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) - 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:**

Bylaw Enforcement

**Persons Information is Disclosed To:**

City Employees

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**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) - information that relates directly to and is necessary for an operating 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:**

Permits / licenses

Information includes street use, permit number and date.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**  
Streets Equipment Activity Manager (SEAM)

**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 manage the assignment of employees to vehicles and into crews.

**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 body

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

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

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

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**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.

The authority for the collection of personal information is dictated by the legal obligation to retain these records according to section 230 of the federal Income Tax 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**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:**

Tax certificates

**VanRIMS Classification:**

05-4200-10 Financial Management : Revenue : 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 (it is more detailed than a property information report, which is available free of charge on-line). It shows outstanding balances, any metered utility balances, whether the property is registered as a TIPP (Tax Installment Payment Plan), etc. It is more specific to conveyancing, and lawyers are typically the ones who request them.

Authority for collection of personal information dictated by section 401 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) - information that relates directly to and is necessary for an operating 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:**

Finance  
Vital Statistics



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

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**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) - information that relates directly to and is necessary for an operating 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:**  
Tax installment pre-payment plan document viewer

**VanRIMS Classification:**  
05-4200-10 Financial Management : Revenue : Property tax account records

**Purpose for Collection, Use, and Disclosure of Personal Information:**  
Database used to confirm a property owner's payment of property taxes.

**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 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:**

Tax sale records

**VanRIMS Classification:**

05-4200-12 Financial Management : Revenue : Tax sale records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Name and contact information for purchasers and current registered property owners involved in the City's annual Tax Sale.

Authority for collection of personal information dictated by section 401 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Finance

Other

Includes information related to land titles and property sales.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

TEAM System

**VanRIMS Classification:**

06-2000-43 Legal Affairs and Risk Management : Emergency Preparedness : Temporary  
Emergency Assignment Management System

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Information includes the level of staff training and deployment, providing assistance during an emergency.

**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 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

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**Personal Information Bank Name:**

Tee time reservation system database

**VanRIMS Classification:**

12-5200-31 Parks and Recreation : Programme Administration : Tee time reservation system database

**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) - 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:**

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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**  
City Employees

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

Personal information includes duration and destination of telephone calls.

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

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**Personal Information Bank Name:**  
Temp agency booking system

**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) - information that relates directly to and is necessary for an operating 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

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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) - information that relates directly to and is necessary for an operating 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 Foreign Worker this includes a Labour Market Impact Assessment (LMIA).

**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 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) - information that relates directly to and is necessary for an operating 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Bylaw 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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

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

Bylaw 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.

The authority for the collection of this personal information is dictated by legal obligation to retain these records under section 28 of the provincial Employment Standards 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) - information that relates directly to and is necessary for an operating 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:**  
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.

The authority for the collection of this personal information is dictated by the legal obligation to retain these records according to section 28 of the provincial Employment Standards 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) - information that relates directly to and is necessary for an operating 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:**  
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) - information that relates directly to and is necessary for an operating 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:**

Utilities refund records

**VanRIMS Classification:**

05-3000-10 Financial Management : Accounts Payable : Vendor payment records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To issue cheques for rebates to a utilities account.

**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 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:**

Vancouver Fire and Rescue Services (VFRS) recruitment case files

**VanRIMS Classification:**

07-3000-40 Human Resources Management : Staffing and Recruitment : VFRS  
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) - information that relates directly to and is necessary for an operating 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.

**Persons Information is Disclosed To:**

City Employees

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**Personal Information Bank Name:**

VanTree

**VanRIMS Classification:**

12-2200-23 Parks and Recreation : Plant and Animal Management : VanTree database

**Purpose for Collection, Use, and Disclosure of Personal Information:**

Database contains entire street tree inventory of each tree in the City, including the  
condition, work that has been done or will be done, etc. Database also includes  
complaints from the public, the complainant's contact information, and follow-up to  
the complaint.

**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 body

**Collected Information is About:**

Private Citizens

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

Vital Statistics

The phone number and name of the individual who contacted the Park Board is maintained in the VanTree database.

**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:**

Records series also contains documents which include personal information (home address, etc.).

**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 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:**

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:**

Records series also contains documents which include personal information (home address, etc.)

**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 body

**Collected Information is About:**

City Employees

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

Education

Employment

Permits / licenses

**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 :

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) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

Subjects are volunteers at the City.

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

Education

Employment

Other

Records include 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

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**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.

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 information that must be collected

Additionally, Section 28 of the Vancouver Charter [SBC 1953] stipulates the information that must be collected from 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) - information that relates directly to and is necessary for an operating 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  
Other Public Sector Employees

Voter registrations are transferred to Elections B.C. for retention.

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**Personal Information Bank Name:**  
Voter's 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

Authority for the collection of personal information is dictated by section 35(2) 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) - information that relates directly to and is necessary for an operating 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

Private Citizens

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

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**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 the collection of personal information dictated by section 87 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) - information that relates directly to and is necessary for an operating 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  
Private Citizens

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

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**Personal Information Bank Name:**  
Voting place staffing records

**VanRIMS Classification:**  
08-1000-10 Governance : General Local Elections : Voting place 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) - information that relates directly to and is necessary for an operating 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:**  
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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

Waivers - of age

**VanRIMS Classification:**

06-1200-50 Legal Affairs and Risk Management : Risk Analysis and Mitigation : Waivers - of age

**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) - information that relates directly to and is necessary for an operating 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

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**Personal Information Bank Name:**

WCB claims appeals files

**VanRIMS Classification:**

07-4200-10 Human Resources Management : Employee Claims Management : WCB claims case files

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document appeals 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) - information that relates directly to and is necessary for an operating 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

Other Public Sector Employees

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**Personal Information Bank Name:**

WCB claims case files

**VanRIMS Classification:**

07-4200-10 Human Resources Management : Employee Claims Management : WCB 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) - information that relates directly to and is necessary for an operating 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  
Other Public Sector Employees

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**Personal Information Bank Name:**

WCB claims transaction reports

**VanRIMS Classification:**

07-4200-30 Human Resources Management : Employee Claims Management : WCB  
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) - information that relates directly to and is necessary for an operating program  
or activity of the public body

**Collected Information is About:**

City Employees

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

Civil / Criminal matters  
Health

Information 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, information includes name, contact information, license plate number.

**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 body

**Collected Information is About:**

Private Citizens

Private Sector Employees

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

Finance

Information includes vehicle number, weight, and documentation of payments received.

**Persons Information is Disclosed To:**

City Employees

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**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) - information that relates directly to and is necessary for an operating 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  
Other Private Sector Employees

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