

# Directory of Personal Information Banks

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Comox Valley Regional District

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**The purpose of the Directory of Personal Information Banks (PIB) is to document the management of personal information holdings of the Comox Valley Regional District (CVRD) and to assist the public in identifying the location of personal information about them held by the CVRD.**

**The British Columbia Freedom of Information and Protection of Privacy Act defines a Personal Information Bank as a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to the an individual.**

## Contents

Photography and Video Consent Forms.....	7
Engage Comox Valley .....	8
Checkbox Survey Software.....	9
CVRD Website .....	10
Mentimeter .....	11
Communications Image Library .....	12
CSWM Website.....	13
CSRHD Website.....	14
NI 911 Website.....	15
JotForm .....	16
Zoom.....	17
Email Distribution Lists .....	18
Email Distribution Lists .....	19
Email Distribution Lists .....	20
Email Distribution Lists .....	21
Email Distribution Lists .....	22
Email Distribution Lists .....	23
Email Distribution Lists .....	24
Connect Rocket.....	25
Facebook .....	26
Twitter.....	27
Hootsuite.....	28
Better Impact Volunteer Management System .....	29
Connect Rocket Teams .....	30
Consent and Emergency Contact Forms .....	31
Emergency Program Volunteers .....	32
Facility Rentals .....	33
Fire Department Management System .....	34
Fire Deployment System.....	35
Fire Investigation Records.....	36
Fire Permits .....	37

First Responder Reports .....	38
Incident Report Form .....	39
Instructors' Records .....	40
LEAP Recreation Financial Assistance Program Application Form .....	41
Persons with Disabilities (PWD) .....	42
Rental Agreements.....	43
Rental Permits .....	44
TEAM System .....	45
CV Emergency Management Training Database.....	46
Volunteer Intake .....	47
Complaints .....	48
Financial Disclosures.....	49
Land Use, Vadim and City Works Databases.....	50
IT Web Filter Logs.....	51
Microsoft Exchange Email System.....	52
Oaths of Office.....	53
Handi Pass Applications .....	54
Advisory Committee Applications .....	55
Bulk Water Kiosk Application .....	56
City Works .....	57
Comox Valley Water Treatment Plant Sign-in Sheet .....	58
Disposal Applications.....	59
Emergency Contact Lists .....	60
Feedback/Enquiry Log .....	61
First Aid Records/Near Miss Reports.....	62
Groundwater Monitoring Program.....	63
Illegal Dumping Log.....	64
Irrigation & Soil Amendment Rebate.....	65
Lawn Sprinkling Permit.....	66
Mailing List.....	67
Odour Complaint Log .....	68
Outlook Distribution Lists.....	69

Stakeholder Contact Log .....	70
Tipping Fee Waiver .....	71
Water Service Applications .....	72
Water Service Requests .....	73
Water System Extension Applications.....	74
Weigh Scale Tickets .....	75
Account Write-off Records.....	76
Agreements Index.....	77
Bankruptcy Case Files .....	78
Contractor Clearance Records .....	79
District Vehicle Claims Case Files.....	80
Donations, Trusts and Bequests Records.....	81
iCity .....	82
Purchasing Card Statements .....	83
Questica Budgeting Software .....	84
Risk Management Collections System .....	85
Risk Management Database .....	86
Benefits Coverage Confirmation Records .....	87
Benefits Enrollment Forms.....	88
Benefits Recovery Records .....	89
Criminal Records Checks .....	90
Direct Deposit Forms .....	91
Disability Management Records.....	92
District Drivers' Files.....	93
DocuFlow and DocuSign.....	94
Employee Files .....	95
Employee Files .....	96
Employment Contracts .....	97
Executive Recruitment Case Files .....	98
Exempt Position Case Files.....	99
Fire Recruitment System (FRS).....	100
First Aid Records.....	101

Grievance Case Files - Classification.....	102
Grievance Case Files – Individual.....	103
Grievance Case Files - Policy .....	104
Human Rights Complaints Case Files.....	105
ICBC Non-Recovery Records .....	106
Incident Investigation Records (WorkSafe) .....	107
Internal Investigations.....	108
Labour Case Files.....	109
Labour Files.....	110
Labour Relations Records.....	111
Life Insurance Claims - In-Service Deaths .....	112
Life Insurance Claims - Retired Employees .....	113
Life Insurance Coverage Confirmation Records .....	114
Long Term Disability Case Files .....	115
Occupational Health and Safety Records .....	116
Payroll Deductions - Compulsory .....	117
Payroll Deductions - Optional .....	118
Payroll Records .....	119
Pension Buy-Back Records .....	120
Pension Enrollment Forms .....	121
Photo Database .....	122
Record of Employment (ROE) Forms.....	123
Recruitment Records .....	124
Retirement Case Files .....	125
T4 slips.....	126
Tax Exemption (TD1) Forms - Basic .....	127
Time Entry Records .....	128
Time Entry Reporting Records .....	129
Training and Development Records .....	130
Union Position Review Case Files .....	131
WCB Claims Appeals Files.....	132
WCB Claims Case Files .....	133

WCB Claims Transaction Reports .....	134
Advisory Planning Commission Membership Records .....	135
AAP Records.....	136
Freedom of Information and Protection of Privacy Act Requests .....	137
Select Committees Application and Membership Records .....	138
Legal Case Files Database .....	139
Litigation Case Files.....	140
Building Complaint Form Database .....	141
Correspondence Database.....	142
Security Logs.....	143
Woodsmoke Reduction Program .....	144
Bylaw Complaints.....	145
iMap Repository/BC Assessment.....	146
Excel/Access Databases .....	147
Inspection photos .....	148
Permits/Applications.....	149
Public Correspondence.....	150
Network Drive.....	151
Bylaw Complaint Database .....	152
Land Use Program .....	153
Building Inspections .....	154
Sync.....	155
Grant Applications.....	156
Atrium Keyscan database.....	157

**Personal Information Bank Name:**

Photography and Video Consent Forms

**Department:**

Communications

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

To obtain consent to take and use photos or video of individuals for use in District and/or third party communications and promotional purposes inside or outside Canada including, but not limited to, promotional and marketing materials, websites, social media, advertisements, and articles.

**Authority for Collection of Personal Information**

(g) - the information is collected by observation at a presentation, ceremony, performance, sports meet or similar event

(i) at which the individual voluntarily appears, and

(ii) that is open to the public

**Collected Personal Information is About:**

Private Citizens

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

Name

Signature

Name and signature of parent/guardian if subject is age 18 or under

Phone number

Contact info

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Contractors

Photographers

**Personal Information Bank Name:**

Engage Comox Valley

**Department:**

Communications

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

Online engagement tool - Residents have to register, and then they can receive communication from the Comms team on projects that are completing public engagement on (Conveyance etc.)

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

User Name

Email address

Postal code

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Communication consultants



**Personal Information Bank Name:**

Checkbox Survey Software

**Department:**

Communications

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

Online survey tool - No account is required to fill out surveys but sometimes staff ask for personal information. Can be entered into a draw for participating in a survey).

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Email address

Phone number

Geographical area

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

CVRD Website

**Department:**

Communications

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

Complaint forms online - bylaw as well as contact forms and applying for jobs

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

email

Info asked varies for each webform

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Website provider - Upanup

**Personal Information Bank Name:**

Mentimeter

**Department:**

Communications

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

Virtual survey software for public engagements (PIA completed)

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

Email

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Communication consultants

**Personal Information Bank Name:**

Communications Image Library

**Department:**

Communications

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

Images with photo releases included

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act.

**Collected Personal Information is About:**

Private citizens

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

Name

Signature

Name and signature of parent/guardian if subject is age 18 or under

Phone number

Contact info

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

CSWM Website

**Department:**

Communications

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

Web forms

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

email

Info asked varies for each webform

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Website provider - Upanup

**Personal Information Bank Name:**

CSRHD Website

**Department:**

Communications

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

Web forms

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

email

Info asked varies for each webform

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Website provider - Upanup

**Personal Information Bank Name:**

NI 911 Website

**Department:**

Communications

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

Web forms

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

email

Info asked varies for each webform

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Website provider - Upanup

**Personal Information Bank Name:**

JotForm

**Department:**

Communications

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

To administer corporate surveys to both internal and external stakeholders

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

District Employees

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

Name

email

Additional details based on the content of survey

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees



**Personal Information Bank Name:**

Zoom

**Department:**

Communications

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

When using for virtual engagements and registration. Collecting email addresses for Comms team to communicate and send reminders and follow up for events.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

Conveyance email distribution list – Lazo residents lists, LWMP TAC/PAC list, Traffic Stakeholder Consultation, Project Updates 1 List, Project Updates 2 List

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

CV Media Distribution List

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

Comox Valley Developers Contact List

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

Boil Water Stakeholder List (probably outdated)

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

CSRHD media list

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

Information officers list

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Email Distribution Lists

**Department:**

Communications

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

NI911 various media lists per RD. Event feedback forms – collecting feedback from participants in events/workshops or consultation sessions.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

Businesses

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees



**Personal Information Bank Name:**

Connect Rocket

**Department:**

Communications

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

Emergency notifications

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Email

Phone numbers

Geographical location

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Regional Information Officers (each municipality and K'ómoks)

Municipality staff can also send info to their residents in that area, CVRD may not necessary be involved but they inform the CVRD if contact info has been used

**Personal Information Bank Name:**

Facebook

**Department:**

Communications

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

Private messages are exchanged between Communications and residents. Personal information can be disclosed when a resident would like us to contact them via another avenue (email, phone, address).

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

Email

Phone number

Address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

City of Courtenay Communications - (partial access)

**Personal Information Bank Name:**

Twitter

**Department:**

Communications

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

Private messages are exchanged between Communications and residents. Personal information can be disclosed when a resident would like us to contact them via another avenue (email, phone, address).

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

Email

Phone number

Address

**Persons Information is Used By and/or Disclosed To:**

Centralized account - authorized district employees and Regional Information Officers

**Personal Information Bank Name:**

Hootsuite

**Department:**

Communications

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

Social media management tool. Private messages are exchanged between Communications and residents. Personal information can be disclosed when a resident would like us to contact them via another avenue (email, phone, address).

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private citizens

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

Name

Email

Phone number

Address

**Persons Information is Used By and/or Disclosed To:**

Centralized account

Comms and EOCP login - district employees and Regional Information Officers

**Personal Information Bank Name:**

Better Impact Volunteer Management System

**Department:**

Community Services

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

To administer the District's volunteer program.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Authorized Third-Party Service Provider Employees

**Personal Information Bank Name:**

Connect Rocket Teams

**Department:**

Community Services

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Consent and Emergency Contact Forms

**Department:**

Community Services

**Purpose for the 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**

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

**Collected Personal Information is About:**

Private Citizens

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

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Emergency Program Volunteers

**Department:**

Community Services

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

To document community volunteer information for the Emergency Social Services programme, including volunteers, and NEPP trainers

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Other

Information relates to volunteers with the CVRD's Emergency Social Services programme

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

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Facility Rentals

**Department:**

Community Services

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

To document the revenue received by the CVRD from the rental or lease of any facility.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Fire Department Management System

**Department:**

Community Services

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

To manage fire incidents.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

(callers, patients, witnesses)

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

District Employees:

Name

Employee number

Exposures, incidents and injuries.

Private Citizens:

Name

Address

Phone number

Licence plate

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Fire Deployment System

**Department:**

Community Services

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees and volunteers

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

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees and volunteers

**Personal Information Bank Name:**

Fire Investigation Records

**Department:**

Community Services

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

To document an incident under investigation by a CVRD Fire Service

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

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

Other

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

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Fire Permits

**Department:**

Community Services

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

Permits contain name and contact information for applicant.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Education

Employment

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

First Responder Reports

**Department:**

Community Services

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

To document instances where District firefighters attended medical emergencies. These are convenience copies retained by the District for one year. The office of primary responsibility for these records is BC Emergency Health Services.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

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

Patient:

Name

Address

Phone number

Date of Birth

Age

Gender

BC Services Card number

Physician name

Chief complaint/Description of incident

Mechanism of injury/History of illness

Relevant past medical history

Medications

Allergies

Additional treatments and

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

BC Emergency Health Services

**Personal Information Bank Name:**

Incident Report Form

**Department:**

Community Services

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

To document customer service, theft, vehicle accident and other incidents involving member of the public.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Witness names if needed

Address

Phone number

Date of birth

Signature

Description of incident

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Instructors' Records

**Department:**

Community Services

**Purpose for the 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**

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

**Collected Personal Information is About:**

Private Citizens

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

Other

Vital Statistics

Information captured includes student progress reports and lesson feedback.

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

LEAP Recreation Financial Assistance Program Application Form

**Department:**

Community Services

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

To administer the subsidy program for District recreation, fitness, and social programs.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

Date of birth

Gender

Signature

Rent and monthly assistance amounts.

Home ownership, assessed value and property tax deferral status.

Number of members in family.

Total combined family income from all sources

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Persons with Disabilities (PWD)

**Department:**

Community Services

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

To administer the leisure access card program.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Name of parent/guardian if applicable

Name of support worker if applicable

Address

Phone number

Email address

Date of birth

Age

Gender

Diagnosis

Short- or long-term disability

Communication style

Mobility

Vision, hearing and seizure disorder challenges

Sensitivity issues

Motor challenges

Behavioural concerns

School program integration and support

Signature or parent/guardian signature

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Rental Agreements

**Department:**

Community Services

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

To document agreements to rent Park facilities, sites, and sports fields to private groups and individuals for on-going activities.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Rental Permits

**Department:**

Community Services

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

To document the rental of CVRD facilities, parks, and sports fields to outside groups for special events or short-term use.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Other

Private Citizens

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

Permits / licenses

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

TEAM System

**Department:**

Community Services

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

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

Civil / Criminal matters

Education

Employment

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

CV Emergency Management Training Database

**Department:**

Community Services

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

Training details for Emergency Program volunteers, CVRD and member municipality staff

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Name

Address

Phone number

Email address

Training undertaken

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Volunteer Intake

**Department:**

Community Services

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

Emergency volunteer intake forms

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

Relevant Experience

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Complaints

**Department:**

Corporate Services

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

To document general complaints received by the District.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Other

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

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Financial Disclosures

**Department:**

Corporate Services

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

To provide personal financial disclosures for each elected member of the Board.  
Authority for collection of personal information dictated by section 4 of the provincial Financial Disclosure Act.

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act  
(c) - information that relates directly to and is necessary for an operating program or activity of the public

**Collected Personal Information is About:**

Elected Officials

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

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Land Use, Vadim and City Works Databases

**Department:**

Corporate Services

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

To document all information relevant to properties for use with building, planning, financial and engineering services.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include property owner, property and mailing address, and other information relevant to the planning, zoning, and provision of services to each property.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

IT Web Filter Logs

**Department:**

Corporate Services

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

To monitor web access on Regional District computers

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Other

Information relates to documentation of usage of District IT systems.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Microsoft Exchange Email System

**Department:**

Corporate Services

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

To facilitate communication between District staff and external parties for District purposes.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Email address

Other information may be of any type that an individual chooses to disclose in an email message.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Oaths of Office

**Department:**

Corporate Services

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

To document oaths taken by members of the Board.

Authorization for the collection of personal information is dictated by Section 202 of the Local Government Act, which stipulates that oaths must be made by any person elected or appointed to the Regional District Board.

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act

**Collected Personal Information is About:**

District Employees

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

Other

Information is an oath of office.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Handi Pass Applications

**Department:**

Corporate Services

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

To document applications for the Handi Pass program

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

Pacific Western Transit (PWT) Employees

**Personal Information Bank Name:**

Advisory Committee Applications

**Department:**

Engineering Services

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

Applications submitted to join an advisory committee for a specific project or service

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name, address, contact information, age, sex, educational or employment history, personal opinions and views, and any other information relevant for membership on the specific committee.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Authorized Elected Officials

Private Citizens (name may be made public following confirmation of membership)

**Personal Information Bank Name:**

Bulk Water Kiosk Application

**Department:**

Engineering Services

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

To document individuals and organizations authorized to purchase water from the CVRD's bulk water kiosk.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Information may include name, address, and contact information.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Authorized Third-Party Service Provider Employees (for troubleshooting)



**Personal Information Bank Name:**

City Works

**Department:**

Engineering Services

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

To hold detailed information of department assets, and public and private property.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Organizations

Public Sector Organizations

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

Information may include property owner, property and mailing address, and other information relevant to the planning, zoning, and provision of services to each property.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Comox Valley Water Treatment Plant Sign-in Sheet

**Department:**

Engineering Services

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

To document visitors and contractors at the Comox Valley Water Treatment Plant.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

Other Government Employees

Other Public Sector Employees

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

Information may include name, company name and phone number

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Disposal Applications

**Department:**

Engineering Services

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

Applications submitted for the disposal of gypsum (drywall) and asbestos-containing material at a Comox Strathcona Waste Management Facility.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Information may include name of waste provider and hauler, address of site where waste is generated, contact information, analytics, and additional information as required for a provincial Hazardous Waste Manifest.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Government Employees

**Personal Information Bank Name:**

Emergency Contact Lists

**Department:**

Engineering Services

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

To document the contact information for District employees to assist managers with contacting their employees when on call or during off-hours or an emergency.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Information may include name, address, and contact information.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Feedback/Enquiry Log

**Department:**

Engineering Services

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

To log feedback, comments and enquiries received over the course of a specific project and the provided responses.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens  
District Employees

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

Information may be of any type that an individual chooses to disclose, but usually includes name, address or neighbourhood, and contact information.

**Persons Information is Used By and/or Disclosed To:**

District Employees  
Authorized Private Sector Employees (Regional District consultants/contractors)  
Authorized Project Stakeholders

**Personal Information Bank Name:**

First Aid Records/Near Miss Reports

**Department:**

Engineering Services

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

To document illness, injuries or incidents of employees or members of the public attending the Comox Valley Water Treatment Plant.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

Private Sector Employees

Other Government Employees

Other Public Sector Employees

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

Information may include employee or private citizens' contact information, nature of injury, personal health number, and other information relevant to the incident.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Authorized Third-Party Service Provider Employees (insurance provider)

**Personal Information Bank Name:**

Groundwater Monitoring Program

**Department:**

Engineering Services

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

To document the monitoring of participating residents' groundwater wells as part of the Sewer System Conveyance Project.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name, address, contact information, location of well, and analytical data of well water.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Authorized Private Sector Employees

Private Citizens (each resident can access their own records)

**Personal Information Bank Name:**

Illegal Dumping Log

**Department:**

Engineering Services

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

To log reports of illegal dumping incidents.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name of caller, contact information, location, and any other information relevant for the illegal dumping incident.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Authorized Volunteers (provided location of waste for clean-up)



**Personal Information Bank Name:**

Irrigation & Soil Amendment Rebate

**Department:**

Engineering Services

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

Issued to property owners to provide a rebate for the purchase of smart irrigation controllers or soil amendment.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name, address, contact information, and additional financial information related to the purchase of a smart irrigation controller or soil amendment.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Lawn Sprinkling Permit

**Department:**

Engineering Services

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

Issued for properties given temporary exemption from water restrictions.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name, address, and documentation of payments received.

**Persons Information is Used By and/or Disclosed To:**

Permit containing name and address to be displayed publicly at residence.  
Financial information accessed only by District Employees.

**Personal Information Bank Name:**

Mailing List

**Department:**

Engineering Services

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

To document recipients for a government mailout for a specific project or service.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name of property owner or resident, property or mailing address, and any other information relevant for the mailout.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Government Employees

Other Public Sector Employees

**Personal Information Bank Name:**

Odour Complaint Log

**Department:**

Engineering Services

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

To log odour complaints received by the District related to the Comox Valley Water Pollution Control Centre or other sewer infrastructure.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens  
District Employee

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

Information may be of any type that an individual chooses to disclose, but usually includes name and address.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Outlook Distribution Lists

**Department:**

Engineering Services

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

To document all relevant contacts for a specific electronic mailing list, committee or group, or general purpose related to a specific project or service.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

Other Government Employees

Other Public Sector Employees

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

Information may include name, email address and other contact information, organization affiliation or employer, position title, and other relevant information.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other members of distribution list (if sent meeting invite or contacted as group)

**Personal Information Bank Name:**

Stakeholder Contact Log

**Department:**

Engineering Services

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

To log the contact information for all stakeholders or members for a specific project or committee.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

Other Government Employees

Other Public Sector Employees

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

Information may include name, organization/ employer (if relevant), contact information, and any other information relevant to the project or committee.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Tipping Fee Waiver

**Department:**

Engineering Services

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

Issued to individuals or organizations to waive tipping fees when disposing of material at a Comox Strathcona Waste Management Facility for an environmental clean-up, community event, or illegal dumping clean-up.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Volunteers

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

Information may include individual/organization name, address, contact information, non-profit number, and licence plate number.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Water Service Applications

**Department:**

Engineering Services

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

Applications submitted for the installation or upsizing of a water service connection for a Regional District water system.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name, address, contact information, utility account number, documentation of payments received, and additional information regarding the property such as the location of the proposed service and structures on the property.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Government Employees



**Personal Information Bank Name:**

Water Service Requests

**Department:**

Engineering Services

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

To document complaints and service requests received by the District.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

District Employees

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

Information may be of any type that an individual chooses to disclose, but usually includes name, address, and contact information.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Government Employees

**Personal Information Bank Name:**

Water System Extension Applications

**Department:**

Engineering Services

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

Applications submitted for the extension of water service infrastructure in order to connect to a Comox Valley Regional District water system.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Information may include name, address, contact information, utility account #, documentation of payments received, and additional information regarding the property such as the location of the proposed service and structures on the property.

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Government Employees

**Personal Information Bank Name:**

Weigh Scale Tickets

**Department:**

Engineering Services

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

Weigh scale tickets issued to all paying customers at Comox Strathcona Waste Management landfills.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Information may include name, contact information, licence plate #, vehicle weight, and documentation of payments received.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Account Write-off Records

**Department:**

Financial Services

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

To document money owed to the CVRD for delinquent accounts which have been written off as uncollectable

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Finance

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Agreements Index

**Department:**

Financial Services

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

To document legal agreements between the District and other parties.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Other Public Sector Employees

Private Citizens

Private Sector Employees

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

Vital Statistics

Finance

Employment

Education

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Bankruptcy Case Files

**Department:**

Financial Services

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

To record information relating to bankruptcy cases in which the District has a potential claim on the assets of the bankrupt party.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Civil / Criminal matters

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Contractor Clearance Records

**Department:**

Financial Services

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

To document the clearance process for current and prospective contractors of the CVRD requiring access to security restricted areas and/or emergency response data.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters

Education

Employment

Finance

Includes documentation of police record checks.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

District Vehicle Claims Case Files

**Department:**

Financial Services

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

To document incidents involving use of District-owned and licensed vehicles.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters

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

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Donations, Trusts and Bequests Records

**Department:**

Financial Services

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

To administer gifts, donations, trusts and bequests to the District.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

Banking/credit card

**Persons Information is Used By and/or Disclosed To:**

Authorized Regional District Employees

Attorney General for donations and bequests greater than \$10, 000

**Personal Information Bank Name:**

iCity

**Department:**

Financial Services

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

Accounting software for processing payment and tracking customer accounts of the Comox Valley Regional District.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email

**Persons Information is Used By and/or Disclosed To:**

Authorized Regional District Employees

**Personal Information Bank Name:**

Purchasing Card Statements

**Department:**

Financial Services

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Questica Budgeting Software

**Department:**

Financial Services

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

To facilitate personnel budgeting.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Regional District Employees

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

Name

Employment

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Authorized Third-Party Service Provider Employees

**Personal Information Bank Name:**

Risk Management Collections System

**Department:**

Financial Services

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

To record and track damage to District property in order to recover damages through an insurance claim or directly from the party involved.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Civil / Criminal matters

Finance

Permits / licenses

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Risk Management Database

**Department:**

Financial Services

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

To track claims made against the District and district claims against others.

**Authority for Collection of Personal Information**

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

**Collected Personal 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 Personal 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 depart

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Benefits Coverage Confirmation Records

**Department:**

Human Resources

**Purpose for the 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 District's employment benefits plan.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Name

Health

Date of Birth

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

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Benefits Enrollment Forms

**Department:**

Human Resources

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

To document District employees' applications for coverage under the employee benefits programmes, including medical, dental and life insurance benefits.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Health

Vital Statistics

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

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Benefits Recovery Records

**Department:**

Human Resources

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

To document the recovery of health benefits paid by the District for an employee who is collecting disability benefits

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Finance

Health

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Criminal Records Checks

**Department:**

Human Resources

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

To document the consent and application to perform a criminal record check on prospective District employees through local police authorities, and to document the results of these checks.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

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

Civil / Criminal matters

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Direct Deposit Forms

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Finance

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Disability Management Records

**Department:**

Human Resources

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

To manage health-related absences from work.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

District Employees

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

Name

Employee number

Address

Phone number

Email address

Date of birth

Employment

Health

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

District Drivers' Files

**Department:**

Human Resources

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

To track driver credentials for CVRD employees

**Authority for Collection of Personal Information**

(a) – the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

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

Name

Date of Birth

Permits / licenses

Information includes driver's licence and driver's abstract, claims history, vehicle incidents, audits, training and assessments.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

DocuFlow and DocuSign

**Department:**

Human Resources

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

To facilitate the electronic distribution and signing of offers of employment

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Employee Files

**Department:**

Human Resources

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

To document employment information and work histories of employees, not captured in other record series.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

District Employees

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

Name

Employee number

Address

Phone number

Email address

Date of birth

Banking

Employment

Health

Training

Licence/Permit/Certificate

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Employee Files

**Department:**

Human Resources

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

To document District employee employment information and work histories.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters

Education

Employment

Health

Permits / licenses

Vital Statistics

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

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Employment Contracts

**Department:**

Human Resources

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

To outline the terms and conditions of employment for some positions at the District. This includes those positions tied to the municipal election year and some high-level management positions.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

District Employees

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Executive Recruitment Case Files

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

Other Public Sector Employees  
Private Citizens  
Private Sector Employees

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

Employment

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Exempt Position Case Files

**Department:**

Human Resources

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

To document the history of exempt positions in the District.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment

Finance

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Fire Recruitment System (FRS)

**Department:**

Human Resources

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

Recruitment documentation, including addresses etc. for those seeking employment with a Comox Valley Regional District Fire Service.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Education

Employment

Other

Vital Statistics

Personal information also includes scores on test results.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

First Aid Records

**Department:**

Human Resources

**Purpose for the 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**

(a) - the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

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

Health

Vital Statistics

Description of the nature of the injury or illness and how it occurred, and a description of any treatment provided.

**Persons Information is Used By and/or Disclosed To:**

Authorizes District Employees

**Personal Information Bank Name:**

Grievance Case Files - Classification

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters  
Employment

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Grievance Case Files – Individual

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Employment

Finance

Health

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Grievance Case Files - Policy

**Department:**

Human Resources

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

Employee information, including home contact info, related to grievances filed by the Union against a District policy, i.e. the District's practice or interpretation of the Collective Agreement.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees



**Personal Information Bank Name:**

Human Rights Complaints Case Files

**Department:**

Human Resources

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

To document complaints filed by District 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**

(a) - the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

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

Other

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

**Persons Information is Used By and/or Disclosed To:**

Other Public Sector Employees

**Personal Information Bank Name:**

ICBC Non-Recovery Records

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Finance

Health

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Public Sector Employees

**Personal Information Bank Name:**

Incident Investigation Records (WorkSafe)

**Department:**

Human Resources

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

To document investigations into incidents at CVRD 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**

(a) - the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

**Type(s) of Personal 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 Used By and/or Disclosed To:**

District Employees

Other Public Sector Employees

**Personal Information Bank Name:**

Internal Investigations

**Department:**

Human Resources

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

Complaint driven investigations undertaken by the CVRD

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Private Citizens

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

Vital statistics and the nature of incident/complaint

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Labour Case Files

**Department:**

Human Resources

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

To track the District's involvement in litigation and other legal proceedings that are chiefly a matter of labour law

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters

Employment

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Labour Files

**Department:**

Human Resources

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

To collect information resulting from enquiries concerning specific employee relations issues.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Labour Relations Records

**Department:**

Human Resources

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

Records relating to management-employee relations and services.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

District Employees

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

Name

Employee number

Address

Phone number

Email address

Employment

Health

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Life Insurance Claims - In-Service Deaths

**Department:**

Human Resources

**Purpose for the 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 District.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

**Type(s) of Personal 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 Used By and/or Disclosed To:**

Authorized District Employees



**Personal Information Bank Name:**

Life Insurance Claims - Retired Employees

**Department:**

Human Resources

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

To document claims against an employee life insurance policy for eligible District employees who died after retirement.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

**Type(s) of Personal 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 Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Life Insurance Coverage Confirmation Records

**Department:**

Human Resources

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

Records indicate life insurance coverage, beneficiary cards, and any supplementary insurance for all CVRD employees. Personal information includes employee contact information, beneficiary name and contact information, etc.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment  
Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Long Term Disability Case Files

**Department:**

Human Resources

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

To manage Comox Valley Regional District 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**

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

**Collected Personal Information is About:**

District Employees

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

Finance

Health

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Occupational Health and Safety Records

**Department:**

Human Resources

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

To promote health, safety, and wellness at work.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

District Employees

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

Name

Employee number

Address

Phone number

Email address

Employment

Health

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Payroll Deductions - Compulsory

**Department:**

Human Resources

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

To document compulsory deductions made from District 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**

- (a) - the collection of that information is expressly authorized by or under an Act
- (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

District Employees

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

Employment  
Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Payroll Deductions - Optional

**Department:**

Human Resources

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

To document optional deductions made from District 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**

- (a) - the collection of that information is expressly authorized by or under an Act
- (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

District Employees

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

Employment  
Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Payroll Records

**Department:**

Human Resources

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

To calculate and deliver employee pay.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

District Employees

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

Name

Employee number

Date of birth

Gender

Social Insurance Number

Banking

Position title

Annual salary and hourly rate

Union membership

Employment dates

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Bank of Montreal

Desjardins Insurance

Medical Services Plan

Municipal Pension Plan

WorkSafe BC

Unions

Employment Insurance

Canada Revenue Agency

**Personal Information Bank Name:**

Pension Buy-Back Records

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Employment

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Pension Enrollment Forms

**Department:**

Human Resources

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

To document District employees' requests for enrollment in the employee pension programme.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Photo Database

**Department:**

Human Resources

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

To retain digital photographs of all District employees in order to generate employee ID cards.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment

Other

Includes photographs of all District employees.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Record of Employment (ROE) Forms

**Department:**

Human Resources

**Purpose for the 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**

(a) - the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

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

Employment

Finance

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Recruitment Records

**Department:**

Human Resources

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

To recruit and hire employees.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Name

Address

Phone number

Email address

Education

Employment

Other information may be of any type that an individual chooses to disclose in a cover letter and/or resume.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Retirement Case Files

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

**Type(s) of Personal 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 Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

T4 slips

**Department:**

Human Resources

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

To document the annual gross and net incomes of each District 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**

(a) - the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

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

Employment

Finance

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Tax Exemption (TD1) Forms - Basic

**Department:**

Human Resources

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

To document the basic personal tax exemption of District employees.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Finance

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Time Entry Records

**Department:**

Human Resources

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

To document the hours worked by District 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**

- (a) - the collection of that information is expressly authorized by or under an Act
- (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

District Employees

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

Employment  
Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Time Entry Reporting Records

**Department:**

Human Resources

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

To summarize and verify time entry information for District 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**

(a) - the collection of that information is expressly authorized by or under an Act

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

**Collected Personal Information is About:**

District Employees

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

Employment

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Training and Development Records

**Department:**

Human Resources

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

To document employee training and development.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Name

Employee number

Employment

Training

Licence/Permit/Certificate

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Union Position Review Case Files

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Employment

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

WCB Claims Appeals Files

**Department:**

Human Resources

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

To document appeals Worker's Compensation Board claims decisions, either by the claimant or by the District as the employer

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Employment  
Health  
Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees  
Other Public Sector Employees

**Personal Information Bank Name:**

WCB Claims Case Files

**Department:**

Human Resources

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

To document claims for compensation to the Worker's Compensation Board (WCB) by District employees.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

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

Family

Health

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

District Employees

Other Public Sector Employees

**Personal Information Bank Name:**

WCB Claims Transaction Reports

**Department:**

Human Resources

**Purpose for the 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**

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

**Collected Personal Information is About:**

District Employees

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

Civil / Criminal matters

Health

Information includes summaries of claims submitted to the Workers Compensation Board.

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Advisory Planning Commission Membership Records

**Department:**

Legislative Services

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

To document appointments and membership to the CVRD's Advisory Planning Commissions (APC).

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Email Addresses

Phone number

Address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

AAP Records

**Department:**

Legislative Services

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

To administer local gov't Alternate Approval Process'.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Elections BC



**Personal Information Bank Name:**

Freedom of Information and Protection of Privacy Act Requests

**Department:**

Legislative Services

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

To provide applicants with records that they are entitled to access pursuant to the Part 2 of the Freedom of Information and Protection of Privacy Act.

**Authority for Collection of Personal Information**

(a) - the collection of the information is expressly authorized under an Act

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

**Collected Personal Information is About:**

District Employees

Private Citizens

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

Name

Phone number

Email address

Details of the request

Other information may be of any type that an individual chooses to disclose in a request made by email.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Office of the Information and Privacy Commissioner for BC

**Personal Information Bank Name:**

Select Committees Application and Membership Records

**Department:**

Legislative Services

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

To document select committee applications and membership.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

Signature

Resume

Other information may be of any type that an individual chooses to disclose on an application form and resume.

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

Mayor and Council

Names of committee members are published on the District website.

**Personal Information Bank Name:**

Legal Case Files Database

**Department:**

Office of CAO

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

Database is a computerized index system of all legal 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**

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

**Collected Personal Information is About:**

Other

Private Citizens

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

Civil / Criminal matters

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Litigation Case Files

**Department:**

Office of CAO

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

To document the District'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**

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Civil / Criminal matters

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Building Complaint Form Database

**Department:**

Planning & Development Services

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

To track the enforcement of permits

**Authority for Collection of Personal Information**

(b) - information that is collected for the purposes of law enforcement  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Bylaw Enforcement

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Correspondence Database

**Department:**

Planning & Development Services

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

To document complaints made in regards to bylaw violation 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**

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

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

**Collected Personal Information is About:**

Private Citizens

Private Sector Employees

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

Bylaw Enforcement

Vital Statistics

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Security Logs

**Department:**

Planning & Development Services

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

To track the entry and exit of people, including District 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**

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

**Collected Personal Information is About:**

District Employees

Other Public Sector Employees

Private Citizens

Private Sector Employees

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

Information includes locations of individuals in a building

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Woodsmoke Reduction Program

**Department:**

Planning & Development Services

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

To document recipients of moisture meter equipment

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Email

Electoral Area of residence

**Persons Information is Used By and/or Disclosed To:**

District Employees



**Personal Information Bank Name:**

Bylaw Complaints

**Department:**

Planning & Development Services

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

Complaints received regarding bylaw infractions

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

District Employees

Other Public Sector Employees

Private Citizens

Private Sector Employees

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

Phone number, address, email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

iMap Repository/BC Assessment

**Department:**

Planning & Development Services

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

To circulate Planning and Development correspondence to affected landowners

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Excel/Access Databases

**Department:**

Planning & Development Services

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

To review contact information for grants/events/public notification

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

Authorized District Employees

**Personal Information Bank Name:**

Inspection photos

**Department:**

Planning & Development Services

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

Ensuring development coincides with approved permit(s)/application(s)

**Authority for Collection of Personal Information**

(b) - information that is collected for the purposes of law enforcement(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Home Address - site particulars

**Persons Information is Used By and/or Disclosed To:**

District Employees and members of public bodies/general public

**Personal Information Bank Name:**

Permits/Applications

**Department:**

Planning &amp; Development Services

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

Applicants proposing new development/renovations

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private citizens, consultants and contractors

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

Staff of Planning &amp; Development Services

**Personal Information Bank Name:**

Public Correspondence

**Department:**

Planning & Development Services

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

Comments received from the public to be considered in planning applications

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

Signature

Any other information may be of any type that an individual chooses to disclose

**Persons Information is Used By and/or Disclosed To:**

**Personal Information Bank Name:**

Network Drive

**Department:**

Planning & Development Services

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

To conduct all work functions within the department

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

Signature

Any other information may be of any type that an individual chooses to disclose on an application form

**Persons Information is Used By and/or Disclosed To:**

Authorized Staff of Planning & Development Services

**Personal Information Bank Name:**

Bylaw Complaint Database

**Department:**

Planning & Development Services

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

To provide regional bylaw enforcement duties

**Authority for Collection of Personal Information**

(b) - information that is collected for the purposes of law enforcement  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Those in contravention of bylaws

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

All evidence and ICBC related information to support issuing and enforcing fines related to regional enforcement

**Persons Information is Used By and/or Disclosed To:**

Authorized District Bylaw Staff



**Personal Information Bank Name:**

Land Use Program

**Department:**

Planning & Development Services

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

To review details for new and existing permits, development applications and property information

**Authority for Collection of Personal Information**

(a) - the collection of that information is expressly authorized by or under an Act  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Owners, consultants and contractors

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

Staff of Planning & Development Services

**Personal Information Bank Name:**

Building Inspections

**Department:**

Planning & Development Services

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

To execute requested building inspections

**Authority for Collection of Personal Information**

(b) - information that is collected for the purposes of law enforcement  
(c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Personal Information is About:**

Owners, consultants and contractors

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

Staff of Planning & Development Services

**Personal Information Bank Name:**

Sync

**Department:**

Planning &amp; Development Services

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

To facilitate the transfer of large Planning and Development documents between Regional staff and applicants

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Owners, consultants and contractors

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

Name

Email address

**Persons Information is Used By and/or Disclosed To:**

Staff of Planning &amp; Development Services

**Personal Information Bank Name:**

Grant Applications

**Department:**

Planning & Development Services

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

To assess eligibility for citizens to receive funding incentives

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Private Citizens

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

Name

Address

Phone number

Email address

**Persons Information is Used By and/or Disclosed To:**

District Employees

**Personal Information Bank Name:**

Atrium Keyscan database

**Department:**

Planning & Development Services

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

Database contains names of employees, individual contractors, and contractor companies. Information from the Human Resources onboarding are used to populate the entries in this database and to create the access levels.

**Authority for Collection of Personal Information**

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

**Collected Personal Information is About:**

Regional District Employees

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

Employment

**Persons Information is Used By and/or Disclosed To:**

Regional District Employees