

## Personal Information Banks

## Administration

Department Location	System	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which is its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Administration		E-newsletters - City pages online	Email address (no link to personal name)	Public that signs up for E-newsletter	S26(c), S26(d), S32(a) and 33 2(a)	To inform people of news about the City	Communications employee and is not disclosed	Electronic	Superseded (no decisions based on this information)
Administration	Ungerboeck	Conference management software	Name, address, phone number, email, social websites, title, job description, payment history, credit care information (until event is over)	Clients	S26(c), S32(a) and S33.2(a)	To facilitate booking of Event at the Anvil Centre, this includes refunds	Anvil Centre employee	Electronic & Paper	Current year plus seven years
Administration	Special Events	Event invitation Lists	Name, address, phone number, email	Invitees	S26(c) and S26(d) S32(a) and only corporate information may be shared with others S33.2(a)	To facilitate the invitation of individuals to City celebrations and events	Anvil Centre employee	Electronic	Constantly updated
Administration	Benevity	Grant Application Software	Email address, phone number, fax number	Applicants and grant committee reviewers	S26(c)(d)(i), 32(b), and 33.1(1)(b)	To process City grant applications	Authorized City employees and approved members in the Granting Committees	Electronic	Full length of contract and for up to seven years after contract has ended.
New Westminster Museum and Archives	EDMS	Archives Research Request Form (and the monthly stats generated from them)	Name, email, phone, research topic, institutional affiliation	Public	S26(c), S32(a) and S33.2(a)	To provide information on what the requester would like to research and is renewed annually	City authorized employees	Electronic	Current year plus three years
New Westminster Museum and Archives		Museum Request Form	Requestors name, address, phone number, email and description of requested heritage materials	Requestor	S26(c),S32(a) and 33.2(a)	To document what item was requested and who requested it	City authorized employees	Paper	Current year plus three years
New Westminster Museum and Archives	NWMA	Samson Collection - donor information	Name, address, phone number, marital status, children, artifact donated to the Samson	Donors	S26(c), S32(a), S33.1(1)(b) and S33.1(o)	To document the origin of museum items, and the ownership of the item	Museum employees and is publically available	Electronic	Archival
New Westminster Museum and Archives	NWMA	Collections database	Name, address, phone number, marital status, children, artifact donated to the museum and archive	Donors	S26(c), disclosure S33.1(1)(b)	To document the origin of museum items, and the ownership of the item	Museum employees and is publically available	Electronic	Archival
New Westminster Museum and Archives	inmagic	Archival database	Name, address, phone number, marital status, children, record donated to the museum and archive	Donors, and the person the record is about	S26(c), disclosure S33.1(1)(b)	To document the origin and the interrelationships of records in the collection, and the ownership of the item	Museum employees and is publically available	Electronic	Archival
New Westminster Museum and Archives	EDMS (excel)	Master contact list	Name, phone numbers, including cell phones, email address, work status, job, language skills, training, food safe, serving at rights	Volunteers, donors and staff	S26(c), S32(a) and S33.1(1)(b)	Use to Facilitate the staffing and the attendance at museum and archival events	Museum employees	Electronic	Superseded
New Westminster Museum and Archives		Museum Deed of Gift Form	Requestors name, address, phone number, email, applicable incorporation number and description of gifts	Requestor	S26(c), S32(a) and S33.2(a)	To document who gifted an item to the museum and description of the item	City authorized employees	Electronic & Paper	Archival

## Personal Information Banks

## Development Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Development Services	Tempest - Prospero	Development Permits	Name, mailing address, contact information and cell phone numbers	Owners, consultants and contractors	S26(c), S26(a), S32(a), S33.1(c), S33.2(b), 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To process the issuing of a permit, and to ensure that the applicant is complying with the applicable rules	Development services employee who process and enforce the terms of the permit, this information may be published as part if the Council reports and placed on the Public website	Electronic	Permanent
Development Services	Tempest - Prospero	Heritage Agreements and Heritage Designation Applications	Name, mailing address, contact information and cell phone numbers	Owners, consultants and contractors	S26(c), S26(a), S32(a), S33.1(c), S33.2(b), 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To process the issuing of a permit, and to ensure that the applicant is complying with the applicable policies and regulations	Development services employee who process and enforce the terms of the permit, this information may be published as part if the Council reports and placed on the Public website	Electronic	Permanent
Development Services	Tempest - Prospero	Zoning Permits	Name, mailing address, contact information and cell phone numbers	Owners, consultants and contractors	S26(c), S26(a), S32(a), S33.1(c), S33.2(b); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To process the issuing of a permit, and to ensure that the applicant is complying with the applicable policies and regulations	Development services employee who process and enforce the terms of the permit, this information may be published as part if the Council reports and placed on the Public website	Electronic	Permanent
Development Services	Tempest - Licensing	Business Licensing	Licensee name, address, contact information, account balance, BL #, birthday, driver license information	Owners, consultants and contractors	S26(c), S32(c), S33.2(a), S33.2(i), 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To issue a business license. Only information disclosed is business information, no personal information is disclosed on the public website	Administration of the business license bylaw and public safety, and disclosed to law enforcement internal and external	Electronic	Permanent
Development Services	Tempest - Prospero	Building and Plumbing permits	Name, mailing address, contact information and cell phone numbers	Owners, consultants and contractors	S26(c), S26(a), S32(a) and permit information is published by address on the City website - but only the details of the permit, not personal information	To process the issuing of a permit, and to ensure that the applicant in complying with the applicable policies and regulations	Development services employee who process and enforce the terms of the permit, and will be disclosed only to the new owner	Electronic	Selective permanent retention
Development Services	Tempest - Calls	Complaints, Enforcement	Name, mailing address, contact information, complaint details, complainant contact information	Bylaw offenders	S26(b), S33.2(a), S33.2(i), 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	The City's bylaw officers from complainants and from evidence, ICBC databases and to support the issuing of bylaw tickets under municipal bylaws	The City's bylaw enforcement officers, and disclosed to the City's lawyers and to the individual who committed the offense	Electronic	Permanent
Development Services		Business Licensing - Commercial Vehicle Decal applications	Name, address, license plate number and phone number	Commercial Vehicle Drivers	S26(c), S32(a) and S33.1(b)	To process a commercial vehicle decal	Authorized employees	Paper	Current year plus seven years
Development Services	EDMS	Integrated Services, Parking and Animal Services - Adjudication - dispute forms	Names, address, phone number, disputes, individuals involved	Public, employees, Lawyers	S26(c), S32(c) and S33.2(a)	For adjudication of parking or animal service disputes between the public and the City	Authorized employees and disclosed to adjudicators and lawyers	Electronic & Paper	Until the adjudication is complete and all fines are paid plus seven years
Development Services	Secondary Suites Database	Secondary Suites database	Address of the suite, owner's name and address, status of the suite, PID and legal description	Residents with secondary suites	S26(c), S32(a), S33.1(t) and S33.2(i)	Management of the City's secondary suite bylaws and billing for utilities	Authorized employees and disclosed to Lawyers and law enforcement	Electronic	Permanent

## Personal Information Banks

## Fire and Rescue Services

Department location	Location/Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Fire Department	FDM (Fire document management system)	FDM - contains fire incident reports, first responder reports, property information, business license, contact info, inspection records, training records, public education, 911 caller info, names of Ecomm dispatchers	Clients - Name, addresses, telephone numbers of persons injured in motor vehicle accidents and medical problems requiring assistance. Names, addresses and telephone numbers of witnesses to motor vehicle accidents, car license plate numbers All phone caller names, phone numbers and addresses for fire and vehicle incidents. employees - employee #, hire dates, seniority rank, rank history, dates (hearing tests etc.), exposures, injuries and incidents,	Employees of the fire department, all clients of the fire department including people who call to report an issue	S26(c), S32(c), S33.1(c), S33.1(h) and S33.1(t)(2)	To track all incidents and the reporting of the incidents, used to call employees in the event of an incident and call out is needed, used to manage staff training and refreshers	New Westminster Fire Department, Ambulance Services, Office of the Fire Commission, Ecomm, FOI applicants	Electronic, Paper & FDM	Archival
Fire Department	Telestaff	Telestaff	Name, employee #, date of birth, vacation, shift, sick leave, time worked, overtime, over time CDC	Employees of the fire department	S26(c), 32(b) and 33.1(b)	The system manages the time entry for the fire department personnel. Collected to facilitate the complete four on two off schedule that fire maintains with the shifting day and night shifts, along with the complex vacation schedule. Disclosed to HR, Payroll and managers only for payroll and scheduling purposes	Administrative staff and payroll as it is transferred to Kronos	Electronic	Fifty-one years (as per timesheets)

## Personal Information Banks

## Engineering Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Engineering Operations	Stone Orchard	Cemetery Management - Grave Reservations and Plot Sales	The deceased, the purchaser, the contact information all parties, next of kin and who inherits the plot, Perpetual care contracts, the funeral home information. Included the location of the grave. Also could include the family/friends of the deceased who are making the arrangements	Customers	S26(c); S32(a) and S33.2(a)	To manage the purchase, sale, use and maintenance of Cemetery plots. Disclosed to finance and cemetery employees to ensure the correct service is given. No external disclosure of the information	Authorized employees and accessible by the GIS system	Stone orchard database, all paper information was migrated into Stone Orchard	Permanent
Engineering Operations		Deed Books	The deceased, the purchaser, the contact information all parties, the funeral home information. Included the location of the grave. Also could include the family/friends of the deceased who are making the arrangements	Customers	S26(c); S32(a) and S33.2(a)	To manage the purchase, sale, use and maintenance of Cemetery plots. Disclosed to finance and cemetery employees to ensure the correct service is given. No external disclosure of the information	Authorized employees	Paper replaced by stone orchard - no longer in use	Permanent
Engineering Operations		Grave Markers	Deceased name and details, and the name of the purchaser	Relatives of the individuals in the cemetery	S26(c); S32(a) and S33.2(a)	To ensure the correct information is placed on the marker, and to allow payment for the service	Authorized employees	Electronic & Paper	Current Year plus seven years
Animal Services	Tempest - Dogs	Dog licenses	Name, mailing address, contact information and dog ownership	Residents with dogs	S26(c);S32(a) and S33.2(a)	To process the issuing of a permit, and to ensure that the applicant in complying with the applicable rules	Authorized employees who process and enforce the terms of the permit	Electronic	Current year plus Fifteen years
Animal Services (also used by parking, and Development Services Integrated Services	Tempest - calls for service	Tempest - ticketing	Name, mailing address, contact information, ticket balance, vehicle information and complaint details	Bylaw offenders	S26(b); S32(a) and S33.2(a)	City's bylaw officers from complainants and from evidence, ICBC databases and to support the issuing of bylaw tickets under municipal bylaws	Used by Bylaw enforcement officers, and disclosed to city lawyers, to person who committed the offense, adjudication contractor to perform adjudication	Electronic	Permanent, except for photographs one year from payment, ICBC data Two weeks from payment
Animal Services	Volunteer files	Volunteer contact list (excel)(edms)	Name, phone number and email	Volunteer	S26(c)(d); S32(a) and S33.2(a)	To help facilitate volunteering at the Animal Shelter	Authorized employees	Electronic	No longer volunteering plus Fifty years
Animal Services	Volunteer files	Volunteer paper files - applications	Name, phone number and email	Volunteer	S26(c)(d); S32(a) and S33.2(a)	To help facilitate volunteering at the Animal Shelter	Authorized employees	Paper	No longer volunteering plus Fifty years
Parks	Skylogic	Playing field lighting system	Time of field booking, location of field, user group name (this is normal a society but can be an individual) and the pin number	Customers	S26(c); S32(a) and disclosure in the US but not of the personal information. Procedures in place to disassociate the electrical usage from the user details.	To facilitate night time play on the City's fields and logs the amount of electricity used by each group for billing	Authorized employees and customers	Electronic	Permanent
Parking Services	Tow truck software billing system	Tow truck software billing system	License plate number, charges associated with the vehicle, contact information of the owner and registration details from ICBC, driver's license number, VIN # for the car and description of the car	Customers	S26(b), S26(c), Lien Act, Motor Vehicle Act. S33.1(i) and (i.1)	If a bylaw and criminal offenses take place the City and ICBC have the information	Authorized employees, auctioneer if the vehicle is sold, registered owner of the vehicle	Electronic (paper records which are the legal originals are not maintained by owner, but by the stage in the process they have reached)	Current year plus seven years (paper documents) - electronic can only be purge on owner payment for car
Parking Services		Manual invoice book	Name, plate number, charge and payment details	Customers	S26(c); S32 and S33.1(i) and (i.1)	So the tow truck driver can facility payment of the fee, when the owner returns before the vehicle is towed	Authorized employees and customer is given a copy as a receipt for payment, ICBC, Bank, credit organizations	Paper	Current Year plus seven years
Parking Services	Ticket manager	Parking bylaw enforcement	License plate number, car description, location, time and violation type	Bylaw offenders	S26(b); S32(a) and S33.2(i)	The bylaw enforcement officer	Authorized employees, the adjudication if the individual requests and adjudication process, in the fine is not paid, information is passed on to a Collection Agency	Electronic	Information currently cannot be deleted from the system

## Personal Information Banks

## Engineering Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Parking Services	Digital, ticket manager, Credit Card system	Parking Payment	Time, location, plate number, cost, approval of payment and expiry time	Customers purchasing parking from the City, on City streets or in parkades	S26(b) and (c); S32(a) and S33.1(i) and (ii)	The customer purchasing parking	Authorized employees and the credit card company	Electronic	Digital - Three months, if a ticket is no issues. If a ticket is issued then the information moves into the bylaw enforcement system
Parking Services	Tempest	Commercial parking permit	Name, plate number, location, email, car details, stall number and corporate client who requested the parking	Customers complete an application form that is scanned to the City, the information is entered into Tempest	S26(c); S32(a) and S33.2 (a)	The customer and/or their employer purchasing a commercial parking permit	Authorized employees and the company paying for the service	Electronic	Current year plus Seven years
Parking Services	Tempest	employees parking list	Name, details of the car and license plate number	Employee	S26(c); S32(a) and S33.2(a)	City employees register their car to allow for parking in City parking lots for free	Authorized employees	Electronic & Paper	Superseded
Parking Services	License plate recognition system	LPR	Vehicle plate number, image and context of the image of the plate, date and time taken and geo location of the camera	Individuals who park cars on New Westminster's monitored streets	S26(b) and (c); S32(a) and S33.2(i)	To ensure compliance with the City's streets and roads bylaw.	Authorized parking employees, adjudication company employees. If there is a violation of the bylaw the information is transferred to the Tempest ticketing system for long term retention	Electronic	If not transferred to the Tempest system, the images are deleted in two business days
Parking Services	Tempest	E-apply parking permit system	Name, address, email, phone number, vehicle description, license plate number, proof of residency (client and vehicle) and vehicle registration papers	Residents who apply for a parking permit on-line	S26(c); S32(a); S33.2(i) and S33.1(b)	To administer the parking permit system of the City	Authorized employees, parking enforcement employees through a transfer to ticket manager and the LPR system	Electronic	Information remains in the system there is no purge mechanism. Registration documentation and proof of residency is not entered into the system is deleted once confirmed with employees that it conforms with the rules.
Parking Services		Special Pick-up Requests	Name, address, phone number and items requested for pick-up	Customers who request the service	S26(c); S32(a) and S33.1(b)	To enable the solid waste team to respond to the pick up request	Authorized employees	Paper	Shredded when pickup completed
Fleet services		vehicle rental	Copy of drivers license	Customer who wants to rent City owned vehicles	S26(c); S32(a) and S33.2 (a)	To ensure that the renter has the correct class of driving license needed for the vehicle and to ensure the City's liability is limited during the rental	Authorized employees	Electronic & Paper	Until superseded
Fleet Services	GSP system (cloud based system)	GPS vehicle tracking system	Vehicle number, speed, location, air bag sensors, accident details, engine activity, vehicle maintenance data and hours of service	Employees and renters of City vehicles	S26(c); S32(a) and S33.1(b)	To management the use of City own vehicles. Under the strict guidelines of the GPS utilization policy it may be applied to employees discipline.	Authorized employees of fleet, Managers in engineering operations, ICBC in the case of an accident, the system is located in the cloud, support company	Electronic	Data is retained five years with the external company to allow for civil claims.
Fleet Services		Mechanics garage certification	Name and qualification	Employees	S26(c); S32(a) and S33.2(a)	To establish that we can run a certified repair shop in compliance with the provincial regulations	fleet manager and Provincial Government	Electronic & Paper	Termination plus 107 years
Fleet Services		Vehicle Accident Report	Name, nature of the accident, claim # and cost	Employee	S26(c), S32(a) and S33.1(l)	To monitor and manage the City's vehicle insurance claims and to ensure that the process is managed	Authorized employees and disclosed to insurers as per the normal requests to process a claim.	Electronic	Until the claim is settled or current year which ever is longer plus seven years
Engineering operations		Training records	Training certificates for employees for Propane filling station and forklifts	Employee	S26(c), S32(a) and S33.1(1)(b)	To ensure employees have the correct certification for the work they are performing	Supervisors	Paper	Termination plus 107 years
Animal Services	Animal tracking access database	Animal Tracking	Complaints database, that collects name, phone number of complainant, and the nature of the complaint	Residents	S26(b)(c), S32(a), S32(c) and S33.1(2)	To allow the City to administer the animal bylaw, and to ensure residents and animals are safe	Animal services employee, disclosed - law enforcement	Electronic	End of investigation and plus 20 years
Engineering Operations	Engops access database	Employee Information	Name, home address, training information, Driving License number and details (class) and start date of the employee	Employees	S26(c), S32(b), and S33.1(1)(b)	To provide easy access to employee contact information at a remote site and used for call outs and emergency management	Authorized employees	Electronic	Superseded

## Personal Information Banks

## Engineering Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which is its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Engineering	ENGWO - several modules - transitioning off	Street Occupancy permits - retained only for reference	Name, address and reason for permit	Residents	S26(c); S32(a) and S33.2(a)	To issue a permit	Authorized employees to monitoring compliance with permit	Electronic	Reference only
Engineering Services	ENGWO - several modules	Soil Deposit permits - retain only for reference	Name, address and reason for permit	Residents	S26(c); S32(a) and S33.2(a)	To issue a permit	Authorized employees to monitoring compliance with permit	Electronic	No
Engineering Operations	ENGWO - several modules	Cemetery Permits - retain only for reference	Name of the deceased and the company installing the headstone	Customer	S26(c); S32(a) and S33.2(a)	To issue a permit	Authorized employees to monitoring compliance with permit	Electronic	Working on making this obsolete
Engineering	ENGWO - several modules	WO (work order system) - retain only for reference	Name, address and phone number of the address where the work is required	Residents	S26(c); S32(a) and S33.2(a)	To facilitate the activities of City crews to correct issues	Authorized employees to schedule and track resolution of work orders	Electronic	No
Engineering	Tempest	Lawn Watering Permit Information	home addresses	Residents	S26(c); S32(a) and S33.2(a)	To issue a lawn watering permit	Authorized Engineering, Finance and Bylaw Enforcement employees	Electronic	One year plus seven

## Personal Information Banks

## Finance

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Finance	JD Edward	Employee Travel Expense Claims	Name, travel information, cheque number and amounts paid.	Employees	S26(c), S32(a) and 33.1(c) - SOFI report	Provides support for expense reimbursements and is disclosed as required by the Financial information Act	Public, employees and department Managers	Paper & JDE	Current Year plus seven years
Finance	Tempest - Tax module	Tax Notices	Roll number, registered owner, civic and mailing addresses, legal description, assessed values, tax levels. Account balance accessed for my City Number and class.	Property owners in the New Westminster Area	S26(c), S32(a) and 33.1(c)	For the billing and collection of property taxes	Employee tax clerks, building clerks, planners and disclosed to the public by individual address (account balances are not included)	Tempest & Electronic	Current Year plus seven years
Finance		Donations	Name, Donor Number, Address, amount donated, dates, receipt number.	Property owners in the New Westminster Area	S26(c), S32(a) and 33.1(c)	Issuing tax receipts to individuals who donate to the City. Usually the museum, Animal shelter or the Fire department	Managers of the department who acknowledge the donation and CRA	Electronic & Paper	Current Year plus seven years
Finance		Donation Tax Receipts Issued	Name, Donor Number, Address, amount donated, dates, receipt number.	Property owners in the New Westminster Area	S26(c), S32(a) and 33.1(c)	Issuing tax receipts to individuals who donate to the City. Usually the museum, Animal shelter or the Fire department	Managers of the department who acknowledge the donation and CRA	Electronic & Paper	Current Year plus seven years
Finance	Tempest - Tax module	Property Tax Assessments	Roll number, registered owner, civic and mailing addresses, class, SD, zoning neighbourhood, house size, garage age, date of application and renewal, date of birth (if over 65 years old), and nature of physical disability (if information is provided)	Property owners in the New Westminster Area	S26(c), S32(a) and 33.1(c)	Billing and collection of property taxes; receiving and processing home owner grant applications	Finance employees, disclosed to the public if there is a tax sale, this is under the local Government Act	Paper & Tempest	Current Year plus one then microfiche (microfiche after 2 years and sent to archives)
Finance	Tempest - Tax module	Property Tax Deferrals	Roll number, registered owner, civic and mailing addresses, legal description, lot size, actual use, assessed values, tax levels, payment history, grant history, bank account number and signature for preauthorized bank debit, store deferral, death certificate, medical receipts, date of birth (if over 65 years old), and nature of physical disability (if information is provided)	Property owners in the New Westminster Area	S26(c), S32(a) and 33.1(c)	To allow home owners to deferred the payment of their property taxes until the sale of their home. This is a provincial program, where the province covers the missing property taxes and recovers the payment from the home owner	Finance employees and disclosed to the provincial government under statute	Paper	Current Year plus seven years
Finance		Property Tax Provincial Home Owner Grants	Roll number, registered owner, civic and mailing addresses, legal description, lot size, actual use, assessed values, tax levels, payment history, grant history, bank account number and signature for preauthorized bank debit, date of birth (if over 65 years old), and nature of physical disability (if information is provided)	Property owners in the New Westminster Area	S26(c), S32(a) and 33.1(c)	This is a provincial government program that reduces property taxes to individuals who live in the house that they own	Finance employees and the information is provided to the Province	Paper	Current Year plus seven years
Finance	Tempest - Tax module	Property Tax Preauthorization Payment Form	Roll number, registered owner, civic and mailing addresses, legal description, bank account number and signature for preauthorized bank debit, transit/check or enrollment form.	Property owners in the New Westminster Area	S26(c), S32(a) and S33.1(1) (1.1)	To property owners to pre-pay property taxes directly from the bank monthly	Finance employees	Electronic & Paper	Until the form is suspended or obsolete plus seven years
Finance		Property Tax Sale and Redemptions	Legal description, address, amount of property tax owing on a property.	Property owners in the New Westminster Area	S26(c), S32(a) and S33.1(c)	For the City to recovered the unpaid property tax by selling the property in a tax sale	Finance employees and public	Electronic & Paper	Current Year plus seven years
Finance	Tempest - Tax module	Demolition Damage Refunds	Name, mailing address and amount owed	Developersthat have paid a deposit to demolish a building	S26(c), S32(a) and S33.2(a)	Money collected by the City to correct damage to City property during a demolition	Building and Finance Employees	Electronic	Until deposit refunded or notice of deposit forfeit
Finance	JDE and cheque requisition documentation	Service Development Undertakings (S.D.U). Refunds	Name, mailing address and amount owed	Developers who have paid SDU	S26(c), S32(a) and S33.2(a)	Money collected by the City to ensure that the developer completes the off site works on a project to the City's requirements	Engineering and Finance Employees	Electronic	Until deposit refunded or notice of deposit forfeit received plus six years
Finance	JDE	Third Party Work Order	name and mailing address	Developer who has paid to a deposit to develop a property in New Westminster	S26(c), S32(a) and S33.2(a)	Request for the City to complete work on behalf of a home owner or developer	Engineering and Finance Employees	Electronic	Current Year plus seven years
Finance	Tempest - Utility	Electrical Invoices	Name, mailing address, contact information, account balance, date received and aging information	Residents and businesses with electrical accounts	S26(c), S32(a) and S33.1(1)(i.1)	For billing customers for electricity use	Finance employees and disclosed to lords when there is an overdue amount, or at the end of a tenancy	Electric System	Current year plus seven years

## Personal Information Banks

## Finance

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Finance		Electrical Adjustment Letters	Name, mailing address, contact information, account balance and aging information	Residents and businesses with electrical accounts	S26(c), S32(a), and 33.1(1)(i)	For correcting the billing of customers	Finance employees	Electric System	Current year plus one
Finance		Electric Preauthorization Payment Plan	Name of the account holder, civic and mailing addresses, electrical usage history, payment history, bank account number and signature for preauthorized bank debit.	Residents and businesses with electrical accounts	S26(c), S32(a), and 33.1(i)(i.1)(ii)	A program offered to all residents to more conveniently pay their electricity bill	Finance employees	Paper	Until the form is suspended or obsolete plus seven years
Finance	JD Edwards	Financial System - Ap for expense	Name, address, phone number, email, bank account, pictures	Suppliers/Vendors (including en	S26(c), S32(a), S33.1(1)(i.1) and S33.1(c) SOFI Report	For paying vendors and employees	Purchasing employees	Electronic & Paper	Current year plus Seven years
Finance	Electrical Billing	Electrical Billing	Name, address, phone number, bank information, notes on clients, debit history and electrical usage.	Customers	S26(c), S32(a), S33.1(1)(i.1) and S33.1(2)	To administer the billing for electrical usage by the electrical utility	Used by finance department for billing and account management purposes, law enforcement and disclosed to establish contact information, landlords to collect unpaid electrical bills	Electronic	Permanent
	Northstar - Electrical billing syste	Electric Utility Billing System	Name, address and telephone number of all electric utility customers; Banking information (bank, transit and account number) for those electric utility customers that select the optional pre-authorized payment plan; Email address for those electric utility customers that select the optional e-billing format; Electric Utility billing history for all electric utility customers; Meter reader notes (bad dog, locked gate, etc.); Electric Utility bill payment history for all electric utility customers; Electric Utility debt collection history for all electric utility customers; Summary of employees discussions with all electric utility customer; Details of any payment arrangements with all electric utility customers; Security Deposit payment and refund history for all electric utility customers	Owners and renters of all residential and some commercial properties in New Westminster	The authority of City of New Westminster Electrical Utility Bylaw No. 6502, 1998, S26(c), S32(a), S33.1 (1)(i.1) and S33.1(2)	To enable the administration of the electrical and Fiber utility service provided by the City of New Westminster Electric Utility	City Employees	Electronic	Until end of contract plus Seven years, statistical information Twenty years.
Finance	Tempest	Home Owner Grant	Folio, access code	Property owners in the New Westminster Area	S26(c); S32(a) and S33.2(a)Disclosure to the Provincial Government	To administer the home owners grants	Finance employees	Electronic & Paper	Current Year plus seven years
Finance	Tempest - Water & Sewer	Utility Billing	Account Number (same as tax), usage, data read, meter number, amount of days billed.	Property owners in New Westminster	S26(c), S32(c) and S33.1(1)(i.1)	To administer the billing for utility	Finance employees	Electronic	Permanent



## Personal Information Banks

## Human Resources

Location	location / database	Department location	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Human Resources		City Health and Safety Management System - First Aid Records	Name, injury and treatment	Employees, students, interns	S26(c); S32(a), 33.1 (1)(b)(c)(g) and 33.1(6)	The individual that was injured and the information would be used or disclosed for WCB use by employee or supervisor	WCB, First aid attendant and Supervisor	Paper (Original first aid reports for employee are retained in their employee file. Records retained here are site copies)	Current Year plus three years
Human Resources		City Health and Safety Management System - Health Monitoring	Name, date of immunization or health test. Result of health test	Current employees	S26(c); S32(a) and 33.2(a)	To keep track of employees health that participate in the City's health monitoring	Authorized employees and supervisor	Electronic & Paper	Current Year plus 107 years
Human Resources		EDMS folders set up by employee	Name, medical documentation, physician details, sensitive medical information, worksafe Claim information, occupational injury information, return to work details	Employees (current & former)	S26(c)(d); S32(a), 33.1 (1)(b)(c)(g) and 33.1(6)	to management the attendance and return to work of employees who have had illnesses	Authorized employees and may be disclosed to worksafe and health care professionals but with signed consent of the employee	Electronic	Current year plus thirty five years
Human Resources		Employee Benefit Cards	Employee name, S.I.N., birth date dependents and date of coverage	All employees and dependents covered under the plan	S26(c); S32(a) and 33.2(a)	To keep track of employees and their family MSP coverage by ensuring the proper premiums are being deducted and confirm the coverage and taxable benefits	Authorized employees	Paper	Until new cards issue
Human Resources		Employee File (for Payroll use only)	Employee name, address, phone number, birth date, position, pay level, S.I.N., marital Status, start date and acting pay, ROE, PAC, re-class, direct deposit, total annual earning and reasons for leaving	All employees	S26(c); S32(a) and 33.2(a)	To provide employees, Personnel Management and HRDC with statements of earnings and hours worked, and referenced when dealing with employee issues and in order for employees to collect EI benefits	Department Managers	Electronic & Paper	Until termination of the employment plus 107 years
Human Resources		Employee Records	May include employee name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, email address, employee identification number, resume/applications for employment, official oath, education, employment history, appointment records, performance appraisals, employee relations, attendance records, pay and benefits information, employee development and training, learning accounts, occupational health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, attendance, grievances, recognition awards, job classification, professional association memberships and certifications, WCB claims, labor relations, litigation, record of employment (ROE) form, security clearance, parking/building passes, employee authentication log-on, special agreement rebate, other personal data related to employment and Retirement	Current employees	S26(c); S32(a); 33.2(a) and 33.1(c).	To document and manage employment information and work history including payroll, benefits administration, position classification, performance review, employee programs, City Policies and disclosure to CCRA, CPP and EI as required and this information is disclosed for administration and management of City employees	Authorized employees and employees might request to review their own file	Electronic & Paper (after 7 years files is culled and only critical documents are retained in Microfiche or scanned depending on age)	Until Employment ends plus 107 years
Human Resources		Employee Subrogation	Employee name, address, amount deducted and payee	Employees	S26(c); S32(a) and 33.1 (i)(i.1)(i)(ii)(iii)	To manage employee subrogation deductions	Authorized HR employee	Electronic & Paper	Until repayment of all wages owing plus seven years
Human Resources	Teleemployee	Employee T4 and T4A Reports	Employee name, employee number, S.I.N., address and current year's salary and deductions.	All employees	S26(c); S32(a), 33.2(a) and 33.1(c).	For income tax purposes	Payroll, employees and Revenue Canada	Electronic & Paper	Until termination of the employment plus 107 years
Human Resources		Employee Timesheets	Employee name, employee number, hours worked, overtime and vacation	All current employees	S26(c)(d); S32(a) and 33.2(a)	To manage HR and Payroll	Supervisor, time keeper and payroll employee	Electronic & Paper	Current Year plus Fifty two years
Human Resources	JD Edwards	Financial System / payroll module	Employee name, employee number, rate, position, deposit, bank account details	Employees (Current & Former)	S26 (c); S32(a) and 33.1 (i)(i.1)(i)(ii)(iii)	To manage HR and Payroll	Human Resources employees and City managers	Electronic	Current Year plus seven years
Human Resources		Grievance Case File individual	Employee name, description of grievance and file number	Employees (Current & Former)	S26(c); S32(a) and S33.1(1)(b), 33.2(a)	To manage employee grievances	Human Resources employees and City managers	Electronic & Paper	Until resolved plus seven years
Human Resources	Teleemployee	Grievance Case File Log	Employee name, description of grievance and file number	Employees (Current & Former)	S26(c); S32(a) and S33.1(1)(b), 33.2(a)	To manage employee grievances	Human Resources employees and City managers	Electronic & Paper	Until superseded or obsolete
Human Resources	Training access database	HR training	Employee name, ID and training taken while at the City	Employees (Current & Former)	S26(c)(d); S32(a) and 33.2(a)	To note HR sponsored and/or paid for training a employee takes	Human Resources for monitoring training and ensuring compliance with corporate policies	Electronic	Current year plus thirty five years

## Personal Information Banks

## Human Resources

Location	Location / database	Department location	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which it is used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Human Resources	Kronos	MPP Reports	Employee name, sin, pension earned, time and contributions	Employees (Current & Former)	S26(c); S32(a) and 33.2(a)	To manage employee pensions	Human Resources employees	Electronic	Current Year plus 101 years
Human Resources		Paper medical file (separate part of the Employee file)	Employee name, medical documentation, physician details, sensitive medical information, worksafe claim information, occupational injury information, and return to work details	Employees (Current & Former)	S26(c)(d); S32(a) and 33.2(a)	To manage the attendance and return to work of employees who have had illness	Human Resources employees and disclosed to worksafe, health care professionals (always with signed consent of the employee)	Paper	Until Employment ends plus 107 years
Human Resources	Kronos	Pay Period Reports	Employee name, employee number, earnings, deductions and banking information	Employees (Current & Former)	S26(c)(d); S32(a) and 33.2(a)	To manage payroll	Payroll employees	Electronic (The time – entry register, the DBA report and the fire overtime report are PIB in this report cluster)	Current Year plus seven years
Human Resources	Kronos	Payroll Registers	Employee name, sin, year to date earnings and bank deductions year to date	Employees (Current & Former)	S26(c)(d); S32(a) and 33.2(a)	Records all of the details about employees' payroll during a period for payroll purposes	Payroll employees	Kronos & Electronic	Current Year plus 107 years
Human Resources	Safety Line (company name Tsumani)	Safety Line System	Employee man, cell phone number (work), home phone contacts for employee and supervisors, home phone numbers of colleagues available, GPS location if employees choice to turn on that function and only operates with the system is functioning.	Employees	S26(c), (d)(ii)(i), S 32(a); S33.1(1)(b), (a), and S33.2(a)	To provided protection for employee working alone at night and to alert employees if there is an issue	City Managers and supervisors	Electronic	Superseded
Human Resources	Attendance Management	spread sheet (excel) - claims management	Employee name, worksafe claim information, notes on the employee and information communicated, costs, and dates of illness	Employees (Current & Former)	S26(c)(d); S32(a) and 33.2(a)	To manage the attendance and return to work of employees who have had illness	Authorized employees	Paper	Current year plus thirty five years
Human Resources	Attendance Management	Temporary Personnel Exchanges – Fire	Employee name, phone numbers (home, cell, alternate numbers), hours worked	Firefighters	S26(c); S32(a) and 33.2(a)	To manage the transfer of fire fighter shifts between employees and to document the payroll results	Human Resources employees, payroll employees and City managers	Electronic	Current Year plus thirty five years
Human Resources	Kronos	Time entry system	Employee name, hours worked, Vacation, days sick, employee number	Employees (Current & Former)	S26(c); S32(a) and 33.2(a)	To manage the attendance of employees for payroll purposes	Human Resources employees, payroll employees and City managers	Electronic & Paper	Current year plus 107 years
Human Resources	HRIS	WCB Claim Costs	Employee name, ID number and claim amount	Employees (Current & Former)	S26(c); S32(a); 33.1 (1)(b)(c)(g), 33.1 (6)	To document and manage employment WCB information, which is downloaded from the WCB site monthly and inputted into the City's system	Human Resource employees and managers	Electronic	Current year plus thirty five years
Human Resources	Incidents access database	WCB Claims History	Employee name, ID number and claim amount	Employees (Current & Former)	S26(c); S32(a), 33.1 (1)(b)(c)(g) and 33.1(6)	For the management of WCB claims directly from employee	Human Resources Employees and disclosed to WCB as per requirement	Electronic	Current year plus thirty Five years
Human Resources	HRIS	WCB Claims management system (Old System)	Employee name, ID number, medical information, SIN and birthdates	Employees (Current & Former)	S26(c); S32(a) and 33.1(6)	For the management of WCB claims directly from employee	Human Resources Employees and disclosed to WCB as per requirement	Electronic	Current Year plus seven years
Human Resources	Incident Access database	Incidents	Employee name, ID, WCB claim #, claim history	Employees (Current & Former)	S26(c); S32(a), 33.1 (1)(b)(c)(g) and 33.1(6)	For the management of WCB claims directly from employee	Human Resources Employees and disclosed to WCB as per requirement	Electronic	Current year plus thirty five years
Human Resources	EDMS	Driver Extract	Name, driver license #, class and status, list of violations	Employees	S26(c), S32(a)	To ensure employees are safe to drive the City vehicles, annually ICBC will disclose to the City if there is an issue	Human Resources employees and supervisors	Electronic & Paper	Until termination of the employment plus 107 years

## Personal Information Banks

## Legislative Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Legislative Services		<b>Committee Appointments &amp; Recruitment Applications and Resumes, contact lists</b>	Name, address, contact info, marital status, education, employment history, skills and goals	Public	S26(c)(d)(e),S32(a) and S33.1(1)(c)	For the purpose of making appointments to Commissions, Committees, Boards, Panels and Task Forces. If individual is appointed the contact information is used to let the individual know about meetings and committee information	Council and employees	Electronic & Paper	Current year plus three years
Legislative Services		<b>Council Profiles and Biographies</b>	Name, address, contact info, marital status, family, education, employment history, photograph, statement, skills and goals	City Council	S26(c)(d)(e), S32(a) and S33.1(1)(c)	For the purpose of creating council profiles for the public	Council and employees	Electronic & Paper	End of Council Service and sent to archives
Legislative Services		<b>Elections Candidates</b>	Name, address, contact info, marital status, family, education, employment history, photograph, statement, skills and goals	Candidates for election	S26(a)(c), S32(a) and S33.1(1)(c)	For the purpose of individuals running for the municipal election	Employees and public	Paper	Current year plus seven years
Legislative Services		<b>Elections Financial Disclosure Statements</b>	Name, address, election expenses of candidates for office and campaign contributions of individuals/organizations making contributions	Candidates for election	S26(a)(c), S32(a) and S33.1(1)(c)	Required by the Local Government Act to collect this information. To make available for public view the election contributions and expenses of each candidate for office	Public, press, employees and candidates	Paper	Current year plus twenty five years
Legislative Services		<b>Elections List of Registered Voter</b>	Name and address of elector and non-resident property elector	Residents who are of an age to vote in municipal elections and non-resident property electors who are qualified to vote.	S26(a)(c), S32(a) and S33.1(1)(c)	To create a list of residents who are eligible to vote in municipal elections. Information is used to create a record of who received a ballot on election date. Viewed by candidates for election during campaigning. Citizens who wish to view the Voter's List for election purposes	Public, press (specific time during elections only), employees, elections BC and candidates.	Paper	Until eight weeks after the declaration of the official election results.
Legislative Services		<b>Elections Voting Books</b>	Name and address of Individuals that voted during the election	Public	S26(a)(c), S32(a) and S33.1(1)(c)	To create a list of all individuals that vote in municipal elections. Information is used to create a record of who received a ballot on election date. Citizens who wish to view the Elections Voter books for election purposes	Public, press (specific time during elections only), employees, elections BC and candidates.	Paper	Until eight weeks after the declaration of the official election results.

## Personal Information Banks

## Legislative Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Legislative Services	excel / edams	Agreement Index	Name, address, Financial information and lease information	Public	S26(c), S32(a) and S33.2(a)	To document legal agreements between the City and other parties	Authorized employees	Electronic	Superseded
Legislative Services	Tempest / ticketing system plus Council reports	Council Remedial Action Orders	Name, mailing address, contact information, ticket balance, complaint details, complainant contact information	Bylaw offenders	S26(b), S32(a), S33.2(a), S33.2(i) and S33.1(1)(c)	collection - by our bylaw officers from complainants and from evidence. Collected from ICBC databases. Collected to support the issuing of bylaw tickets under municipal bylaws, disclosure - to the public as part of the council determination process the details are released to the public, the applicant understands this in advance	residents via the public website	Electronic	Current year plus five years
Legislative Services		Court Case Files (MTI)	Name, mailing address, contact information, ticket balance, complaint details, complainant contact information	Bylaw offenders	S26(b), S32(a), S33.2(a), S33.2(i) and S33.1(1)(c)	Collected by the City's bylaw officers from complainants and from evidence, from ICBC databases and to support the issuing of bylaw tickets under municipal bylaws. Disclosed to the court system in order to resolve the issue, the applicant understands in advance of the filing.	Court system, City lawyers, applicant	Electronic & Paper	Until the court case ends plus seven years
Legislative Services		Long Form Prosecutions	Name, mailing address, contact information, ticket balance, complaint details, complainant contact information	Bylaw offenders	S26(b), S32(a), S33.2(a), S33.2(i) and S33.1(1)(c)	Collected by the City's bylaw officers from complainants and from evidence, from ICBC databases and to support the issuing of bylaw tickets under municipal bylaws. Disclosed to the court system in order to resolve the issue, the applicant understands in advance of the filing.	Court system, City lawyers, applicant	Electronic & Paper	Until the court case ends plus seven years
Legislative Services		Supreme Court Petitions	Name, mailing address, contact information, ticket balance, complaint details, complainant contact information	Bylaw offenders	S26(b), S32(a), S33.2(a), S33.2(i) and S33.1(1)(c)	Collected by the City's bylaw officers from complainants and from evidence, from ICBC databases and to support the issuing of bylaw tickets under municipal bylaws. Disclosed to the court system in order to resolve the issue, the applicant understands in advance of the filing.	Court system, City lawyers, applicant	Electronic & Paper	Until the court case ends plus seven years
Legislative Services	Excel	Freedom of Information Index	Name, address, email, phone, brief details of the FOI request	Requesters	S26(c), S32(a) and S33.1(1)(c)	To document the Freedom of information requests (FOI) and to track the progress of each request.	Authorized employees - to assign numbers to the FOI request	Electronic	Current year plus seven years
Legislative Services	Excel	Privacy Breach index	Name, address, email, phone, brief details of the privacy request	Privacy breach notifier	S26(c), S32(a) and S33.1(1)(c)	To allow the individual to make an FOI request and for the City to process it	Authorized employees - to assign numbers to the privacy breach request	Electronic	Current year plus seven years

## Personal Information Banks

## Legislative Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Legislative Services		Privacy Breach Files	Name, address, email, phone, brief details of the privacy request	Privacy breach notifier	S26(c), S32(a) and S33.1(1)(c)	To allow the individual to make an FOI request and for the City to process it	Authorized employees, City solicitor, and OIPC when appealed	Electronic & Paper	Current year plus seven years
Legislative Services		Freedom of information Access Request, by number (includes OIPC orders, investigation and decisions	Name, address, email, phone, details of the FOI request	Requesters	S26(c), S32(a) and S33.1(1)(c)	To an individual to make an FOI request and for the City to process it	Authorized employees, City solicitor, and OIPC when appealed	Electronic & Paper	Current year plus seven years, this changes if OIPC issues and order to Permanent
Legislative Services	Bullseye / RIMS software	Insurance Claims	Name, address, email, phone, age, medical records, claim #, issue, money amounts, denied/accepted, witness information	Individuals who make insurance claims against the City	S26(c), S32(a) and S33.1(1)(b)	To manage and evaluate the insurance claim made against the City	Internal - authorized employees - management tool only, information provided to insurance company to manage claims, to lawyers to manage claims	Electronic & Paper	Until the settlement of claim or expiry of the limitation period plus ten years
Legislative Services	excel /word lists	Insurance Claims -	Name, claim #, issue, address, denied/accepted	Individuals who make insurance claims against the City	S26(c), S32(a) and S33.1(1)(b)	To manage and evaluate the insurance claim made against the City	Internal - authorized employees - management tool only, information provided to insurance company to manage claims, to lawyers to manage claims	Electronic	Until the settlement of claim or expiry of the limitation period plus ten years
Legislative Services	Bullseye / RIMS software	Litigation Files - these often come out of claims in legislative services. So they are maintain in the same way as claims	Name, address, email, phone, age, medical records, claim #, issue, money amounts, denied/accepted, witness information	Individuals who make insurance claims against the City	S26(c), S32(a) and S33.1(1)(b)	To manage and evaluate the insurance claim made against the City	Internal -authorized employees external - broker, insurance company and adjusters who work on the claims	Electronic	Until litigation is complete plus ten years.
Legislative Services	Excel spreadsheet	litigation listing	Claim number, name, address, issue, and litigation hold	Individuals who make insurance claims against the City	S26(c), S32(a) and S33.1(1)(b)	To manage the City's liability with respect to record management and litigation	Authorized employees and City Solicitor	Electronic - excel	superseded (secondary management record)
Legislative Services	Bullseye / RIMS software	Incident File (moving there in 2016)	Name, address, email, phone, age, claim #, issue	Individuals who have an incident while at the City	S26(c), S32(a) and S33.1(1)(b)	To manage incidents that might have the potential to become claims	Authorized employees	Electronic	Until claim is settled or limitation period past plus six years
Legislative Services	E-DOCS	Electronic Document Management System (EDMS)	All records of the City are maintained in this system, this would include personal details of employees, customers and residents	Employees, residents, customers	S26(a)(b)(c)(d)(e )(f), S32(a) and disclosure of information from EDMS because it is so broad could fall under any of the disclosure sections.	This system retained corporate records of all departments of the City.	All City employees with access, access to information is controlled by security on the document level.	Electronic	Determined by the record type

## Personal Information Banks

## Legislative Services

Department location	Location / Database	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Legislative Services	Excel / EDMS	Employee contact list (excel)(edms)	Employee name, home phone, cell phone, home email	Employees	S26(c) and S32(a) and S33.2(a)	To allow for employee to be contacted in an emergency and to check in if employee are not present when expected	internal departmental employee	Electronic& Paper	Superseded
Legislative Services		Council contact list	Name, home address, home phone, cell phone, spouse name and details, card numbers needed for booking travel	Councillors	S26(c), S32(a) and S33.2(a)	To facilitate the activities of council	Authorized employees	Electronic	Superseded
Legislative Services		Special project contact lists	Name, home address, home phone, cell phone, spouse name and details	Volunteers and employees	S26(c), S32(a) and S33.1(1)(b)	To facilitate the participation of individuals in special projects organized by the Legislative Services	Authorized employees	Electronic	Superseded
Legislative Services		Council Committee Contact Lists	Name, address, phone #, email address and committee appointed to	Volunteers	S26(c), S32(a) and S33.1(1)(b)	To facilitate their participation on city Committees	Authorized employees	Electronic	Superseded
Legislative Services	Excel / EDMS	Master list of committee applications (excel)(EDMS)	Email, name, phone #	Volunteer applicants	S26(c), S32(a) and S33.2(a)	To facilitates their application to become Council committee members	Authorized employees	Electronic	Current year plus three years
Legislative Services	EDMS	Committee application packages (scanned into EDMS)	Email, name, phone #, committees applied for, information about person	Volunteer applicants	S26(c), S32(a) and disclosed to Council in closed session for approval S33.2(a)	To facilitates their application to become Council committee members	Authorized employees	Electronic& Paper	Current year plus three years

## Personal Information Banks

## Parks and Recreation Services

Department location	System	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which is its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Parks and Recreation Services	CLASS	Century House Contracts	Name, email, phone, booking and rental details	Customers renting Century House space	S26(c), S32(a) and S33.2(a)	Manage the rental relationship	City authorized employees and volunteers	Paper (this is a duplicate of the information in the class system)	Current year plus seven years.
Parks and Recreation Services		Century House Paper Membership Cards	Name, address, phone number, membership number and date of birth or email address	Customers who have purchased memberships to Century House	S26(c), S32(a) and S33.2(a)	Membership status, and associated information, provides the member holder Century House service amenities and free access to some Century House services.	City authorized employees and volunteers	Electronic & Paper	Three years then shredded
Parks and Recreation Services		Century House Social & Activity Club Chairpersons	Name, activity group and phone number	Social and activity club chairpersons	S26(c), S32(a) and S33.2(a)	To advocate and promote club activities to generate participation.	City authorized employees, Volunteers, Public	Electronic & Paper	List is revised intermittently each year.
Parks and Recreation Services	Volunteer database	Century House Volunteers	Information may include name, address, phone number, membership number and date of birth or email address. In addition, volunteer recruitment information may include a resume, interview notes, training, start dates, availability, years of service and end dates	Volunteers and individuals applying to be a volunteer	S26(c), S32(a) and S33.2(a)	Information is a requirement to place volunteers with potentially vulnerable City customers and to communicate shifts and other related details.	City authorized employees	Electronic & Paper	until no longer volunteering plus fifty years
Parks and Recreation Services	CLASS	Class Software Application Database	Employee and Customer names, addresses, phone numbers, emails, household family members, occasionally age, gender, employee user security privileges, sale of services or participation transaction records, and occasionally, client image or emergency contact information, all youth information regarding trips and refunds for programs cancelled	Parks and Recreation employees and clients	S26(c), S32(a); S33.2(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	Information is collected and used to sell Parks and Recreation services to its customers and includes space rentals, registered programs, memberships and issuance of agreements, withdrawals, transfers and receipts. Allocate employee security for application use. Includes Financial Assistant Applications.	City authorized employees	Electronic & Paper	As long as the application is usable up to twenty-one years after the applications replacement
Parks and Recreation Services		Community Message Requests	Organization or individual requestors name, phone number, email and message content	Requestor	S26(c), S32(a) and S33.2(a)	To message eligible community events	City authorized employees	Electronic	Current year plus seven years.
Parks and Recreation Services		Dedication Benches	Purchasers name, phone, address, email, dedication inscription, type of bench, bench number, fee, instillation date and bench location	Client	S26(c), S32(a) and S33.2(a)	For the sale of dedication benches and details in the event the bronze plaque is stolen.	City authorized employees	Electronic & Paper	In perpetuity
Parks and Recreation Services		Filming Applications & Permits	Production company name and address as well as the name, email and phone number of the Production Manager, Location Manager and Assistant Location Manager. Also includes desired filming locations and preliminary filming activity requests	Requestor	S26(c), S32(a) and S33.2(a)	To initiate the Bylaw required process for commercial and student filming in New Westminster.	City authorized employees	Electronic & Paper	Current year plus nine
Parks and Recreation Services		Parks and Recreation contact lists	Name, phone and/or email	Employees, volunteer, public	S26(c), S32(a) and S33.2(a)	to facilitate the communication of committee members and the functioning of the committee	Employees, volunteers, members of the committee, and public	Electronic & Paper	Superseded

## Personal Information Banks

## Parks and Recreation Services

Department location	System	Title	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which is its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Parks and Recreation Services		Parks and Recreation Services Customer Files and Profile	Name, phone, address, email, client assessment information and possible medical history	Customer	S26(c), S32(a) and S33 2(a)	To facilitate requested tree maintenance requests.	City authorized employees	Electronic & Paper	As long as the application is usable up to twenty-one years after the applications replacement
Parks and Recreation Services		Recreation Incident or Accident Reports	Name, phone, address, incident, age and medical history	Employees, volunteer, public	S26(c), S32(c) and 33.1(1)(b)	To documents incidents that take place at different recreation and cultural facilities	City authorized employees, insurance company and lawyers	Electronic & Paper	Until claim is settled of limitation period past plus six years
Parks and Recreation Services		Tree Service Requests	Information includes requestors name, phone numbers, tree address, email, date and nature of maintenance needed or issue	Client	S26(c), S32(a) and S33.2(a)	To facilitate requested tree maintenance requests	City authorized employees	Electronic & Paper	In perpetuity
Parks and Recreation Services		Parks and Recreation Employee Files	Name, employee number, birthdate, address, phone number, pay rate, education, training, employment history, job classification and claims	Employees	S26(c), S32(a) and S33.2(a)	To document and manage employment information and work history while working in the Parks and Recreation department	City authorized employees	paper	Termination of employee, then consolidated into main HR file
Parks and Recreation Services		Fraser Side Reduce Rates Forms	Name, address, kids names, date of birth and eligible reduce rate	Public	S26(c), S32(a) and 33 2(a)	Requests for reduced rates for members of the public to us Parks and Recreation facility.	City authorized employees	paper	Current year plus seven years
Parks and Recreation Services		Client assessment forms	Name, address, parents name, communication methods, likes and some medial information but it is not requested	Public	S26(c), S32(a) and S33.2(a)	To help recreation programmers assist students to learn the skills in the programs for which they are enrolled	Recreational programers	Electronic & Paper	Five years
Parks and Recreation Services		Flower requests	Name address, email, date and time of the community event	Requestor	S26(c), S32(a) and S33.2(a)	To help the City provide flowers for special community events	Greenhouse employees and Parks administration	paper	Superseded
Parks and Recreation Services	Perfect Mind	Parks and Recreation Management system	Name, account number, login name and password, gender, age, birthdate, residency, contact information, emergency contact, attendance information and history, authorized pickup, Schedule, email, transactions history, financial information, orgaization, preferred method of communication, photography permission, prevent access and reason, employer. City empolyee - employment date, termination date, status, type, photo, phone number and email, address and bio.	Customer of recreational Facilities	S26(c), S32(a)(b), 33.2(a), 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To manage customers using the City's recreational facilities	City authorized employees	Electronic	Min. one year plus seven years



## Personal Information Banks

## Information Technology

Location	Location / database	Department location	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which is its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
Information Technology	Liquid Files	External File sharing system	Recipient name, date of file download, geographic location of download, browser used and operating system	Public and consultants requesting information from the City	S26(d)(i); 32(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To allow verification of receipt of information by the third party and provide a secure transfer of documents	Employee's who sent the information, IT oversight of the system	Electronic	Day message expires plus 365 days
Information Technology	Meraki	Wifi provision and management system	History of the access points a device connected to, general breakdown of sites visited (not including times and days), device name, MAC address, browser history, and the location of any City cellphones while at a City facilities, as each has a unique and linked ID to a employee	Public in City facilities or parks and employees	S26(d)(i); 32(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To process and improve performance and maintenance of the Wifi	Authorized IT employees	Electronic	Event logs are retained three months
Information Technology	Microsoft Exchange	Email system	Email addresses of public and employees, personal information within the content of the email	Public and employees	S26(d)(ii); 32(a); 33.2(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To facilitate the communication between the City and external parties for both City and personal purposes	Information is used by the authorized employee to respond to resident and customer issues, disclosed only to employee who are required to help respond and to IT maintenance employee	Electronic	Tracking logs deleted after thirty days
Information Technology	Barracuda	Spam filter system	All incoming and outgoing email sender, recipient, IP address and the name of the email	Public and employees	S26(d)(ii); 32(a); 33.2(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To improve performance and maintenance of system	Authorized IT employees	Electronic	Log is rolling and a history of two months is retained
Information Technology	Avaya	Phone system	Phone numbers and phone system name of the person who called the number	Public and employees	S26(c); 32(a); 33 2(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To facilitate the communication between the City and external parties for both City and personal purposes	Authorized employees can access their information only on their hand sets, IT admin can access user information under user settings. No global log is activated	Electronic	Records are retained for thirty days, with new records over writing old record when log is full
Information Technology	Palo Alto	Firewall system	IP addresses for all computers accessing our system from outside, including the City of Westminster Website	Public	S26(c); 32(a); 33 2(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	Improve performance and maintenance of the system	Authorized IT employees	Electronic	Deletes once the size of the log reaches a specific size
Information Technology	Airwatch	Mobile firewall	Last time device contacted airwatch, all installed applications, all profiles, all local device data (data downloaded, attachments), device type, model, IP address, MAC address, basic user information	Employees	S26(d)(i); 32(a); 33 2(a); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	To process and improve performance and maintenance of the system	Authorized IT employees and they can access photos on photo if remotely accessing the phone	Electronic	Apps on machine - life of machine ; User information is retained for thirty days in a log

## Personal Information Banks

## Information Technology

Location	Location / database	Department location	Description of the kind of personal information	Individual's whom information is included	Legal Authority to collect, use and disclose	Purpose for which the personal information was obtained or compiled and the purpose for which is its used or disclosed.	Who use the personal information or to whom it is disclosed.	Format	Retention
<b>Information Technology</b>	<b>CSStime</b>	<b>IT time entry system</b>	Employee name, ID number, start date of employment, time worked	Employees	S26(c); 32(a)(c); 33.2(a)	To allow the correct payment of salary to employee members	IT employee and payroll employee for processing payroll	Electronic	Fifty years
<b>City wide</b>	<b>Tempest - Land</b>	<b>Land inquiry</b>	Land ownership information and internal notes added by department employees	Residents	S26(a)(c); 32(a)(c); 33.1(c),(i),(i.1)(ii); 33.1(p)(i)(B) and 33.1 (p)(ii)(A)	Main information uploaded from the Land Title office and BC assessment	All City employee with access to Tempest and is disclosed to City lawyers, law enforcement	Electronic	Permanent
<b>Information Technology</b>	<b>Key Scan Access Control System - Protégé and Win-Pak</b>	<b>Card access and Photo ID system</b>	Employee image, employee name, card number, and other card access information	Employees	S26(c); 32(a)(b); 33.2(a)	To allow employee into secure locations within City Hall	All City employees	Electronic	Protégé logs delete ever six months, Win-Pak - are deleted on twelve month cycle as database fills up