



## Personal Information Inventory

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The following is an inventory of all personal information banks, which are files of information that are retrievable by a personal identifier, such as a name or employee number. These files contain the names of complainants, employees of public bodies and organizations, third parties, and Office of the Information and Privacy Commissioner (“OIPC”) employees.

### 1. Operational Files

Case files stored in CaseTracker electronic system and paper files in staff offices, the file room, and off-site storage include:

- a) Requests for Review
- b) Complaints
- c) Requests to Disregard
- d) Inquiries
- e) FOI Requests
- f) Requests for Information

### 2. Administrative Files

#### 2.1 Electronic

- a) Corporate Accounting system. All payments to staff and contractors are processed through this system. It contains personal information such as addresses, travel claims made, and other information required to process payments to staff and contractors.
- b) CHIPS. This is the HR system we use to manage staff and positions; it contains personal information such as home address, contacts, tax status, spouse identification, home address and contact information and other information required to manage payroll and employee status.
- c) Email correspondence with employees sometimes collects personal information from staff or contractors. Examples include leave entitlements and change in benefit status.
- d) Files on the LAN:
  - i. Employees’ individual HR files (letters written to employees, increments, performance appraisals)
  - ii. Facilities: there is a listing of names for FOB assignments
  - iii. IT: contains listing and mailboxes for staff assigned email and passwords, distribution lists – with employees’ names and where they work.

- iv. Finance: leave liability, budget projections and budget building spreadsheets for the purposes of informing budget projections – contains names, salaries, and vacation earned.

## **2.2 Paper files**

- a) Travel vouchers: contain names and home addresses of staff, filed on and off site;
- b) Leave management forms: contain names and often information on sick and special leave about employees.
- c) See 2.1c) above: these documents are often printed and stored as paper files, which are maintained on and offsite.
- d) First aid incident reports: kept here on behalf of the employers. These do contain personal information
- e) HR files, backup hardcopy of documents: kept on the LAN.