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Government  
of Canada

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# S Info Source

**Sources  
of Federal  
Employee  
Information  
1997-1998**

Canada

DSP / PSD  
Collection

# Info --- Source®

**Sources  
of Federal  
Employee  
Information  
1997-1998**

**Treasury Board Secretariat**  
Chief Information Officer Branch

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## Introduction

**Note:** This introduction to **Info Source** is in large print to assist persons with visual disabilities.

### About Info Source

**Info Source: Sources of Federal Employee Information**, will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the *Privacy Act*.

This book is a complementary volume to **Info Source: Sources of Federal Government Information** which contains information about the Government of Canada, its organization and its information holdings.

Info Source combines and replaces the **Access Register** and the **Index to Personal Information**, two publications you might have seen or used before.

The annual edition of Info Source is complemented by **bulletins**, the **Directory of Federal Government Enquiry Points** and the **Directory of Federal Government Databases**.

### Inside Info Source

This **Info Source** book has three main components:

#### Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada, or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food, or Department of Health.

## Introduction

The Introduction includes:

- information about the terms used in this book, some essential points about the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under the *Privacy Act*;
- a listing of Access to Information and Privacy Coordinators, which is organized in the same order as the Table of Contents, gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of the Standard Banks — see definition below.

## Chapters

There is one chapter for each federal government department or agency subject to the *Privacy Act*. Each chapter contains a description of personal information relating to current and former employees of the institution.

This book contains three types of personal information banks, as follows:

**Standard Banks** There are 22 Standard Banks that consist of administrative information which many government institutions maintain about their employees. Institutions may require several of these banks. They contain information about, pay and benefits, training and development, performance, etc.

**Central Banks** These banks are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board Secretariat. They include information about employees from all or several government institutions.

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**Particular Banks** Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

## **Privacy Act**

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

**Most information available when you ask** In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the *Privacy Act*. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

**Some personal information is confidential** The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

## **How to apply**

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow.

Obtain a **Personal Information Request Form** at any location where **Info Source** is available.



## IV

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- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- If you are currently a federal employee, send the form to the Access to Information and Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the Personnel Records Unit, National Archives of Canada, 395 Wellington Street, Ottawa, Canada K1A 0N3, (613) 947-8456.

There is no charge to apply for information under the *Privacy Act*.

**To change the information** If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

**Safeguarding personal information** The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The Act states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

**Giving out information** The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

**Turnaround time** Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

## **Privacy Commissioner**

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

When the Privacy Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access to all of their personal information which they are entitled has the right to apply to the Federal Court – Trial Division for a review of the matter.

You can write or call the Privacy Commissioner's office at:

### **Office of the Privacy Commissioner**

Place de Ville, Tower B  
112 Kent Street, 3rd Floor  
Ottawa, Ontario K1A 1H3

General Enquiries . . . . .	(613) 995-2410
Toll-free . . . . .	1-800-267-0441
TTY . . . . .	(613) 992-9190
Fax . . . . .	(613) 947-6850
Internet Site . . . . .	<a href="http://magi.com/~privcan">http://magi.com/~privcan</a>

## **Using Info Source quickly and effectively**

**Determine the correct chapter** Turn to the chapter of the department or agency you think has the information, and check the personal information banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

**For persons with disabilities** Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

## **Where to obtain more information**

You may consult **Info Source** publications and obtain copies of brochures on the *Access to Information Act* and the *Privacy Act*, at various locations within departments and agencies, such as offices of Access to Information and Privacy Coordinators and libraries.

If you would like to obtain a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, or for more information about **Info Source** or the *Privacy Act*, you may contact (please see note below):

### **Treasury Board of Canada Secretariat**

L'Esplanade Laurier, West Tower  
300 Laurier Avenue, 10th Floor  
Ottawa, Ontario K1A 0R5

Telephone . . . . . (613) 957-2455

Fax . . . . . (613) 957-8020

E-mail . . . . . [infosource@tbs-sct.gc.ca](mailto:infosource@tbs-sct.gc.ca)

If you would like a copy of the **Directory of Federal Government Enquiry Points**, the **Directory of Federal Government Databases** or a brochure on the *Access to Information Act* or the *Privacy Act*, please contact:

**Treasury Board Distribution Centre**

300 Laurier Avenue  
Ottawa, Ontario K1A 0R5

Telephone . . . . . (613) 995-2855

Fax . . . . . (613) 996-0518

E-mail . . . . . Services-Publications@fin.gc.ca

**Info Source** is also available on the Internet at:

(government) . . . . . <http://www.ressourcenet.tbs-sct.gc.ca/infosource>

(non-government) . . . . . <http://www.info.tbs-sct.gc.ca/infosource>

**Note:** *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

## **Access to Information and Privacy Coordinators**

### **Agricultural Products Board**

see Agriculture and Agri-Food  
Canada

### **Agricultural Stabilization Board**

see Agriculture and  
Agri-Food Canada

### **Agriculture and Agri-Food Canada**

Victor Desroches  
Sir John Carling Bldg.  
930 Carling Avenue, Room 841  
Ottawa, Ontario  
K1A 0C5

TEL: (613) 759-6765  
FAX: (613) 759-6547

### **Atlantic Canada Opportunities Agency**

Claudia Gaudet  
Blue Cross Centre  
644 Main Street, 3rd Floor  
P.O. Box 6051  
Moncton, New Brunswick  
E1C 9J8

TEL: (506) 851-3845 or  
1-800-561-7862  
FAX: (506) 851-7403

### **Atlantic Pilotage Authority Canada**

M.R. McGrath  
Purdy's Wharf, Tower 1  
1959 Upper Water Street  
Suite 1402  
Halifax, Nova Scotia  
B3J 3N2

TEL: (902) 426-2550  
FAX: (902) 426-4004

### **Atomic Energy Control Board**

Bernie Richard  
280 Slater Street  
P.O. Box 1046, Station B  
Ottawa, Ontario  
K1P 5S9

TEL: (613) 996-9997  
FAX: (613) 995-5086

### **Bank of Canada**

Ted Requard  
234 Wellington Street, 2nd Floor  
Ottawa, Ontario  
K1A 0G9

TEL: (613) 782-8537  
FAX: (613) 782-7003

**Business Development  
Bank of Canada**

Robert D. Annett  
5 Place Ville Marie, Suite 300  
Montreal, Quebec  
H3B 5E7

TEL: (514) 283-3554  
FAX: (514) 283-9731

**Canada Council**

Irène Boilard  
350 Albert Street  
P.O. Box 1047  
Ottawa, Ontario  
K1P 5V8

TEL: (613) 566-4414 Ext 4261  
FAX: (613) 566-4411

**Canada Deposit  
Insurance Corporation**

Claudia Morrow  
50 O'Connor Street, 17th Floor  
Ottawa, Ontario  
K1P 5W5

TEL: (613) 947-0268  
FAX: (613) 996-6095

**Canada Information Office**

Jodi Redmond  
155 Queen Street, 5th Floor  
Ottawa, Ontario  
K1P 6L1

TEL: (613) 992-1692  
FAX: (613) 992-8350

**Canada Labour  
Relations Board**

Ruth Smith  
240 Sparks Street, 4th Floor  
C.D. Howe Bldg., West Tower  
Ottawa, Ontario  
K1A 0X8

TEL: (613) 947-5441  
FAX: (613) 947-5407

**Canada Mortgage and  
Housing Corporation**

Doug Tyler  
700 Montreal Road,  
Room C2-218A  
Ottawa, Ontario  
K1A 0P7

TEL: (613) 748-2892  
FAX: (613) 748-4098

**Canada-Newfoundland  
Offshore Petroleum Board**

Jim Doyle  
140 Water Street  
TD Place, 5th Floor  
St. John's, Newfoundland  
A1C 6H6

TEL: (709) 778-1464  
FAX: (709) 778-1473

**Canada-Nova Scotia  
Offshore Petroleum Board**

Michael S. McPhee  
1791 Barrington Street  
TD Centre, 6th Floor  
Halifax, Nova Scotia  
B3J 3K9

TEL: (902) 422-5588  
FAX: (902) 422-1799

**Canada Ports Corporation**

Rick Shields  
99 Metcalfe Street, 9th Floor  
Ottawa, Ontario  
K1A 0N6

TEL: (613) 957-6760  
FAX: (613) 957-6705

**Canada Post Corporation**

Richard A. Sharp  
2701 Riverside Drive  
Suite N0643  
Ottawa, Ontario  
K1A 0B1

TEL: (613) 734-6871  
FAX: (613) 734-7329

**Canadian Centre for  
Management Development**

Janet Brooks  
De La Salle Campus  
373 Sussex Drive, Room B207  
Ottawa, Ontario  
K1N 8V4

TEL: (613) 992-8346  
FAX: (613) 947-3668

**Canadian Centre  
for Occupational Health  
and Safety**

Brian Hutchings  
250 Main Street East  
Hamilton, Ontario  
L8N 1H6

TEL: (905) 572-4401  
FAX: (905) 572-2206

**Canadian Commercial  
Corporation**

Glen Nichols  
50 O'Connor Street, 11th Floor  
Ottawa, Ontario  
K1A 0S6

TEL: (613) 996-0116  
FAX: (613) 947-3903

**Canadian Cultural Property  
Export Review Board**

David A. Walden  
15 Eddy Street, 3rd Floor  
Hull, Quebec  
K1A 0M5

TEL: (819) 997-7750

FAX: (819) 997-7757

**Canadian Dairy  
Commission**

Suzanne Perras  
1525 Carling Avenue, Suite 300  
Ottawa, Ontario  
K1A 0Z2

TEL: (613) 998-9490 Ext 121

FAX: (613) 998-4492

**Canadian Environmental  
Assessment Agency**

Suzanne Latour  
200 Sacré-Coeur Boulevard  
13th Floor  
Hull, Quebec  
K1A 0H3

TEL: (819) 953-5537

FAX: (819) 994-1469

**Canadian Film  
Development Corporation**

Michel Montagne  
Tour de la Banque Nationale  
600 Gauchetiere St. West,  
14th Floor  
Montreal, Quebec  
H3B 4L8

TEL: (514) 283-6363

FAX: (514) 283-8212

**Canadian Forces**

see National Defence

**Canadian Government  
Standards Board**

see Public Works and  
Government Services Canada

**Canadian Grain  
Commission**

see Agriculture and  
Agri-Food Canada

**Canadian Heritage**

E.W. Aumand  
25 Eddy Street, Room 1496  
Hull, Québec  
K1A 0M5

TEL: (819) 997-2894

FAX: (819) 953-9524



**Canadian Human  
Rights Commission**

Lucie Veillette  
Place de Ville, Tower A  
320 Queen Street, 15th Floor  
Ottawa, Ontario  
K1A 1E1

TEL: (613) 943-9505

FAX: (613) 941-6810

**Canadian International  
Development Agency**

Madeleine Fortin  
Place du Centre, 12th floor  
200 Promenade du Portage  
Hull, Quebec  
K1A 0G4

TEL: (819) 997-0849

FAX: (819) 953-3352

**Canadian International  
Trade Tribunal**

Suzanne Grimes  
Standard Life Centre  
333 Laurier Avenue West,  
17th Floor  
Ottawa, Ontario  
K1A 0G7

TEL: (613) 993-4717

FAX: (613) 998-1322

**Canadian Museum  
of Civilization**

Louise Dubois  
100 Laurier Street  
P.O. Box 3100, Station B  
Hull, Quebec  
J8X 4H2

TEL: (819) 776-7115

FAX: (819) 776-7122

**Canadian Museum  
of Nature**

Robert Dupuis  
P.O. Box 3443, Station D  
Ottawa, Ontario  
K1P 6P4

TEL: (613) 364-4013

FAX: (613) 364-4029

**Canadian Polar  
Commission**

Whit Fraser  
360 Albert Street  
Constitution Square, Suite 1710  
Ottawa, Ontario  
K1R 7X7

TEL: (613) 943-8605

FAX: (613) 943-8607

**Canadian Radio-television  
and Telecommunications  
Commission**

Betty MacPhee  
Terrasses de la Chaudière  
1 Promenade du Portage,  
5th Floor  
Hull, Québec  
K1A 0N2

TEL: (819) 994-5366

FAX: (819) 994-0218

**Canadian Security  
Intelligence Service**

Garnet Barlow  
P.O. Box 9732, Station "T"  
Ottawa, Ontario  
K1G 4G4

TEL: (613) 231-0532

FAX: (613) 842-1271

**Canadian Space Agency**

Sylvie Garbusky  
6767 route de l'Aéroport  
Saint-Hubert, Québec  
J3Y 8Y9

TEL: (514) 926-4866

FAX: (514) 926-4878

**Canadian  
Transportation Agency**

John Parkman  
15 Eddy Street  
Jules Léger Building, 16th Floor  
Hull, Québec  
K1A 0N9

TEL: (819) 994-2564

FAX: (819) 997-6727

**Canadian Wheat Board**

Deborah Harri  
423 Main Street  
P.O. Box 816, Station Main  
Winnipeg, Manitoba  
R3C 2P5

TEL: (204) 983-0239

FAX: (204) 983-0341

**Citizenship and  
Immigration Canada**

Barbara Richardson  
300 Slater Street  
Jean Edmonds Tower North  
3rd Floor  
Ottawa, Ontario  
K1A 1L1

TEL: (613) 957-6512

FAX: (613) 957-6517

**Copyright Board Canada**

Jai Bellehumeur  
56 Sparks Street, Room 800  
Ottawa, Ontario  
K1A 0C9

TEL: (613) 952-8628

FAX: (613) 952-8630

**Correctional Investigator  
Canada, The**

J. Longo  
275 Slater Street, Room 402  
Ottawa, Ontario  
K1P 5H9

TEL: (613) 990-2692

FAX: (613) 990-9091

**Correctional Service  
of Canada**

Margo E. Milligan  
340 Laurier Avenue West  
Sir Wilfrid Laurier Building  
1st Floor, Section C  
Ottawa, Ontario  
K1A 0P9

TEL: (613) 992-8248

FAX: (613) 995-4412

**Custodian of  
Enemy Property**

See Public Works and  
Government Services Canada

**Defence Construction  
Canada**

Sue Greenfield  
Place de Ville, Tower B  
112 Kent Street, 17th Floor  
Ottawa, Ontario  
K1A 0K3

TEL: (613) 998-0998

FAX: (613) 998-1004

**Department of  
Finance Canada**

Donald Forgues  
L'Esplanade Laurier, East Tower  
140 O'Connor Street, 21st Floor  
Ottawa, Ontario  
K1A 0G5

TEL: (613) 992-6923

FAX: (613) 947-8331

**Department of  
Justice Canada**

Anne Brennan  
239 Wellington Street, Room 34  
Ottawa, Ontario  
K1A 0H8

TEL: (613) 952-8361

FAX: (613) 957-2303

**Director of Soldier  
Settlement**

see Veterans Affairs Canada

**Director Veterans'  
Land Act, The**  
see Veterans Affairs Canada

**Energy Supplies  
Allocation Board**  
see Natural Resources Canada

**Environment Canada**  
Jean Bilodeau  
10 Wellington Street  
Les Terrasses de la Chaudiere  
4th Floor, North Tower  
Hull, Quebec  
K1A 0H3

TEL: (819) 997-2992  
FAX: (819) 997-1781

**Export Development  
Corporation**  
Serge Picard  
151 O'Connor Street, 6th Floor  
Ottawa, Ontario  
K1A 1K3

TEL: (613) 598-2899  
FAX: (613) 237-2690

**Farm Credit  
Corporation Canada**  
Jay Henryk  
1800 Hamilton Street  
P.O. Box 4320  
Regina, Saskatchewan  
S4P 4L3

TEL: (306) 780-8679  
FAX: (306) 780-8641

**Federal Mortgage  
Exchange Corporation**  
see Department of Finance  
Canada

**Federal Office of Regional  
Development (Quebec)**  
Joane Simon  
800 Place Victoria Tower  
Suite 3800, P.O. Box 247  
Montreal, Québec  
H4Z 1E8

TEL: (514) 283-8418  
FAX: (514) 283-9679

**Federal-Provincial  
Relations Office**  
see Privy Council Office

**Fisheries and Oceans**

Diane Leroux  
200 Kent Street, Station 530  
Ottawa, Ontario  
K1A 0E6

TEL: (613) 990-6528

FAX: (613) 998-1173

**Fisheries and Oceans  
Research Advisory Council**

see Fisheries and Oceans

**Fisheries Prices  
Support Board**

see Fisheries and Oceans

**Foreign Affairs and  
International Trade Canada**

Daniel Daley  
125 Sussex Drive  
Lester B. Pearson Building  
Tower D, 1st Floor  
Ottawa, Ontario  
K1A 0G2

TEL: (613) 992-1487 or 992-1425

FAX: (613) 995-0116

**Forestry Canada**

see Natural Resources Canada

**Freshwater Fish  
Marketing Corporation**

Millie Smith  
1199 Plessis Road  
Winnipeg, Manitoba  
R2C 3L4

TEL: (204) 983-6461

FAX: (204) 983-6497

**Great Lakes Pilotage  
Authority Canada**

Robert Lemire  
202 Pitt Street  
P.O. Box 95  
Cornwall, Ontario  
K6H 5R9

TEL: (613) 933-2991

FAX: (613) 932-3793

**Hazardous Materials  
Information Review  
Commission**

Sharon Watts  
200 Kent Street, Suite 9000  
Ottawa, Ontario  
K1A 0M1

TEL: (613) 993-4472

FAX: (613) 993-4686

**Health Canada**

J.A. Schriel  
Brooke Claxton Building (0909D)  
Room 967D  
Ottawa, Ontario  
K1A 0K9

TEL: (613) 957-3051

FAX: (613) 941-4541

**Historic Sites and  
Monuments Board  
of Canada**

Larry Friend  
25 Eddy Street, 5th Floor  
Hull, Québec  
K1A 0M5

TEL: (819) 953-6668

FAX: (819) 953-4909

**Human Resources  
Development Canada**

Jean Dupont  
140 Promenade du Portage  
Phase IV, 2nd Floor  
Hull, Québec  
K1A 0J9

TEL: (819) 953-3384

FAX: (819) 953-0659

**Immigration and  
Refugee Board**

Sergio Poggione  
344 Slater Street  
Ottawa, Ontario  
K1A 0K1

TEL: (613) 995-3514

FAX: (613) 996-9305

**Indian and Northern  
Affairs Canada**

Marcel Gauthier  
Les Terrasses de la Chaudiere  
North Tower, Room 517  
10 Wellington Street  
Hull, Quebec  
K1A 0H4

TEL: (819) 997-8277

FAX: (819) 953-5492

**Industry Canada**

Pierre Trottier  
235 Queen Street  
6th Floor West, Room 643D  
Ottawa, Ontario  
K1A 0H5

TEL: (613) 954-2752

FAX: (613) 941-3085

**International Centre  
for Human Rights and  
Democratic Development**

Marie-France Cloutier  
63 De Brésoles, 1st Floor  
Montreal, Québec  
H2E 2R7

TEL: (514) 283-6073

FAX: (514) 496-9676

**International Development  
Research Centre**

Raffaella Zumpano  
250 Albert Street  
P.O. Box 8500  
Ottawa, Ontario  
K1G 3H9

TEL: (613) 236-6163, Ext 2123

FAX: (613) 565-8212

**Jacques Cartier and  
Champlain Bridges  
Incorporated**

Lorraine Versailles  
Complexe Bienville, Room 700  
1010 De Sérigny  
Longueuil, Quebec  
J4K 5G7

TEL: (514)651-8771

Fax:(514)677-6912

**Laurentian Pilotage  
Authority Canada**

Nicole Sabourin  
715 Victoria Square, 6th Floor  
Stock Exchange Tower  
P.O. Box 680  
Montreal, Québec  
H4Z 1J9

TEL: (514) 496-1805

FAX: (514) 496-2409

**Law Commission of Canada**

Rodrick Macdonald  
Trebla Building, 11th Floor  
473 Albert Street  
Ottawa, Ontario  
K1A 0H8

TEL: (613)952-6612

FAX: (613)957-2491

**Medical Research  
Council of Canada**

Guy D'Aloisio  
1600 Scott Street  
Holland Cross  
Tower B, 5th Floor  
Ottawa, Ontario  
K1A 0W9

TEL: (613) 954-1946

FAX: (613) 954-1800

**Merchant Seamen  
Compensation Board**

see Human Resources  
Development Canada

**National Archives  
of Canada**

Françoise Houle  
395 Wellington Street, Room 128  
Ottawa, Ontario  
K1A 0N3

TEL: (613) 996-7241  
FAX: (613) 995-0919

**National Arts Centre**

Danielle Robinson  
P.O. Box 1534, Station B  
Ottawa, Ontario  
K1P 5W1

TEL: (613) 947-7000 Ext 542  
FAX: (613) 943-1402

**National Battlefields  
Commission**

Michel Leullier  
390 de Bernières Avenue  
Québec, QC  
G1R 2L7

TEL: (418) 648-3506  
FAX: (418) 648-3638

**National Capital  
Commission**

Ginette Grenier  
40 Elgin Street, Suite 202  
Ottawa, Ontario  
K1P 1C7

TEL: (613) 239-5198  
FAX: (613) 239-5361

**National Defence**

B.J. Petzinger  
101 Colonel By Drive  
North Tower, 6th Floor  
Ottawa, Ontario  
K1A 0K2

TEL: (613) 995-8393  
FAX: (613) 995-5777

**National Energy Board**

Denis Tremblay  
311 - Sixth Avenue South West  
Calgary, Alberta  
T2P 3H2

TEL: (403) 299-2717  
FAX: (403) 292-5503



**National Farm  
Products Council**

Pierre Bigras  
Martel Building  
270 Albert Street, 13th Floor  
P.O. Box 3430, Station D  
Ottawa, Ontario  
K1P 6L4

TEL: (613) 995-8840  
FAX: (613) 995-2097

**National Film Board  
of Canada**

Geneviève Cousineau  
P.O. Box 6100, Station A  
Montreal, Quebec  
H3C 3H5

TEL: (514) 283-9028  
FAX: (514) 496-1646

**National Gallery of Canada**

Yves Dagenais  
380 Sussex Drive  
Ottawa, Ontario  
K1N 9N4

TEL: (613) 991-0040  
FAX: (613) 990-9810

**National Library of Canada**

Paul McCormick  
395 Wellington Street  
Ottawa, Ontario  
K1A 0N4

TEL: (613) 996-2892  
FAX: (613) 996-3573

**National Museum of  
Science and Technology**

Graham Parsons  
2421 Lancaster Road  
P.O. Box 9724, Station T  
Ottawa, Ontario  
K1G 5A3

TEL: (613) 991-3033  
FAX: (613) 990-3635

**National Parole Board**

Sheila Watkins  
340 Laurier Avenue West,  
9th Floor  
Ottawa, Ontario  
K1A 0R1

TEL: (613) 954-6547  
FAX: (613) 957-3241

**National Research  
Council Canada**

Huguette Brunet  
Building M-58, Montreal Road  
Campus  
Room W-314  
Ottawa, Ontario  
K1A 0R6

TEL: (613) 990-6111  
FAX: (613) 991-0398

**National Round Table  
on the Environment and  
the Economy**

Gene Nyberg  
Canada Building, Suite 200  
344 Slater Street  
Ottawa, Ontario  
K1R 7Y3

TEL: (613)995-7581  
FAX: (613)992-7385

**Natural Resources Canada**

Claude Ménard  
580 Booth Street, 3rd Floor  
Ottawa, Ontario  
K1A 0E4

TEL: (613) 947-3309  
FAX: (613) 947-7785

**Natural Sciences and  
Engineering Research  
Council of Canada**

Victor Wallwork  
350 Albert Street, 13th Floor  
Ottawa, Ontario  
K1A 1H5

TEL: (613) 995-6214  
FAX: (613) 992-5337

**Northern Pipeline  
Agency Canada**

C.F. Gilhooly  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

TEL: (613) 993-7466  
FAX: (613) 998-8787

**Northwest Territories  
Water Board**

Vicki Losier  
P.O. Box 1500  
Yellowknife, Northwest Territories  
X1A 2R3

TEL: (867) 669-2772  
FAX: (867) 669-2719

**Office of the Auditor  
General of Canada**

Susan Kearney  
240 Sparks Street, 11th Floor  
Ottawa, Ontario  
K1A 0G6

TEL: (613) 995-3708  
FAX: (613) 947-9556

**Office of the Chief  
Electoral Officer**

Jacques Girard  
257 Slater Street, Room 9-104  
Ottawa, Ontario  
K1A 0M6

TEL: (613) 990-5596  
FAX: (613) 993-5880

**Office of the Commissioner  
of Official Languages**

Louise Dubé  
110 O'Connor Street, 13th Floor  
Ottawa, Ontario  
K1A 0T8

TEL: (613) 996-6036  
FAX: (613) 993-5082

**Office of the  
Comptroller General**

see Treasury Board of Canada

**Office of the Inspector  
General of the Canadian  
Security Intelligence  
Service**

Martin Somberg  
340 Laurier Avenue West  
Sir Wilfrid Laurier Building,  
8th Floor  
Ottawa, Ontario  
K1A 0P8

TEL: (613) 993-7204  
FAX: (613) 990-8303

**Office of the  
Superintendent of Financial  
Institutions Canada**

Allan Shusterman  
255 Albert Street, 15th Floor  
Ottawa, Ontario  
K1A 0H2

TEL: (613) 990-8031  
FAX: (613) 952-5031

**Pacific Pilotage  
Authority Canada**

Bruce Chadwick  
300 - 1199 West Hastings Street  
Vancouver, British Columbia  
V6E 4G9

TEL: (604) 666-6771  
FAX: (604) 666-1647

**Patented Medicines  
Prices Review Board**

Sylvie Dupont-Kirby  
Standard Life Centre  
333 Laurier Avenue West  
Box L40, Suite 1400  
Ottawa, Ontario  
K1P 1C1

TEL: (613) 954-8299

FAX: (613) 952-7626

**Pension Appeals Board**

Mina McNamee  
473 Albert Street  
Trebla Bldg, 10th Floor  
Ottawa, Ontario  
K1R 5B4

TEL: (613) 995-0612

FAX: (613) 995-6834

**Petroleum Monitoring  
Agency Canada**

see Natural Resources Canada

**Prairie Farm Rehabilitation  
Administration**

see Agriculture and Agri-Food  
Canada

**Privy Council Office**

Ciúineas Boyle  
85 Sparks Street  
Blackburn Building, Room 633  
Ottawa, Ontario  
K1A 0A3

TEL: (613) 957-5210

FAX: (613) 991-4706

**Procurement Review  
Board of Canada**

see Canadian International  
Trade Tribunal

**Public Service Commission  
of Canada**

Amelita A. Armit  
L'Esplanade Laurier, West Tower  
300 Laurier Avenue West, Room  
1954

Ottawa, Ontario

K1A 0M7

TEL: (613) 992-2425

FAX: (613) 992-7519

**Public Service Staff  
Relations Board**

Monique Montgomery  
C.D. Howe Bldg, West Tower  
240 Sparks Street, 6th Floor  
P.O. Box 1525, Station B  
Ottawa, Ontario  
K1P 5V2

TEL: (613) 990-1757

FAX: (613) 990-1849

**Public Works and  
Government  
Services Canada**

Ghislain St-Jacques  
Place du Portage, Phase III, 15A2  
11 Laurier Street  
Hull, Québec  
K1A 0S5

TEL: (819) 956-1816  
FAX: (819) 994-2119

**Regional Development  
Incentives Board**  
see Industry Canada

**Revenue Canada**

Gilles Gaignery  
25 Nicholas Street  
Albion Tower, 14th Floor  
Ottawa, Ontario  
K1A 0L5

TEL: (613) 957-8819  
FAX: (613) 941-9395

**Royal Canadian Mint**

Marguerite Nadeau  
320 Sussex Drive  
Ottawa, Ontario  
K1A 0G8

TEL: (613) 993-1732  
FAX: (613) 952-8342

**Royal Canadian  
Mounted Police**

Supt. André Thouin  
1200 Vanier Parkway  
Ottawa, Ontario  
K1A 0R2

TEL: (613) 993-5162  
FAX: (613) 993-5080

**Royal Canadian  
Mounted Police External  
Review Committee**

Bernard Cloutier  
60 Queen Street, Room 513  
Ottawa, Ontario  
K1P 5Y7

TEL: (613) 990-1860  
FAX: (613) 990-8969

**Royal Canadian Mounted  
Police Public Complaints  
Commission**

Joanna Leslie  
P.O. Box 3423, Postal Station D  
Ottawa, Ontario  
K1P 6L4

TEL: (613) 952-1302  
FAX: (613) 952-8045

**Seaway International  
Bridge Corporation Ltd**

see The St. Lawrence  
Seaway Authority

**Security Intelligence  
Review Committee**

Madeleine DeCarufel  
122 Bank Street  
Jackson Building, 4th Floor  
Ottawa, Ontario  
K1P 5N6

TEL: (613) 990-8441

FAX: (613) 990-5230

**Social Sciences and  
Humanities Research  
Council of Canada**

Hélène Price  
350 Albert Street, 11th Floor  
Constitution Square, Tower 2  
Ottawa, Ontario  
K1P 6G4

TEL: (613) 992-0562

FAX: (613) 992-1787

**Solicitor General Canada –  
Ministry Secretariat**

Duncan Roberts  
340 Laurier Avenue West  
Sir Wilfrid Laurier Bldg.  
Ottawa, Ontario  
K1A 0P8

TEL: (613) 991-2931

FAX: (613) 990-9077

**St. Lawrence Seaway  
Authority**

Norman B. Willans  
Place de Ville  
Tower B, Suite 500  
112 Kent Street  
Ottawa, Ontario  
K1P 5P2

TEL: (613) 598-4605

FAX: (613) 598-4620

**Standards Council  
of Canada**

Susan MacPherson  
45 O'Connor Street, Suite 1200  
Ottawa, Ontario  
K1P 6N7

TEL: (613) 238-3222

FAX: (613) 995-4564

**Statistics Canada**

Louise Desramaux  
R.H. Coats Bldg., 25th floor  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0T6

TEL: (613) 951-9349

FAX: (613) 951-3825

### **Status of Women Canada**

Céline Champagne  
360 Albert Street, Suite 700  
Ottawa, Ontario  
K1A 1C3

TEL: (613) 995-4008  
FAX: (613) 957-3359

### **Transport Canada**

Duncan Jameson  
Place de Ville, Tower C  
330 Sparks Street, 26th floor  
Ottawa, Ontario  
K1A 0N5

TEL: (613) 993-6162  
FAX: (613) 991-6594

### **Transportation Safety Board of Canada**

Marie Gervais  
Place du Centre, 4th Floor  
200 Promenade du Portage  
Hull, Québec  
K1A 1K8

TEL: (819) 994-8021  
FAX: (819) 997-2239

### **Treasury Board of Canada Secretariat**

Donald J. Rennie  
L'Esplanade Laurier, East Tower  
140 O'Connor Street, 9th Floor  
Ottawa, Ontario  
K1A 0R5

TEL: (613) 952-7200  
FAX: (613) 998-9071

### **Veterans Affairs Canada**

Donna Cawley  
Dominion Building  
97 Queen Street, Room 201  
P.O. Box 7700  
Charlottetown,  
Prince Edward Island  
C1A 8M9

TEL: (902) 566-8609  
FAX: (902) 368-0496

### **Veterans Review Appeal Board Canada**

see Veterans Affairs Canada

### **Western Economic Diversification Canada**

Bob Landry  
200 Kent Street, 8th Floor  
P.O. Box 2128, Station D  
Ottawa, Ontario  
K1P 5W3

TEL: (613) 952-9383  
FAX: (613) 952-7188

### **Yukon Territory Water Board**

Judi Doering  
419 Range Road, Suite 106  
Whitehorse, Yukon  
Y1A 3V1

TEL: (867) 667-3980  
FAX: (867) 668-3628

## Standard Bank Descriptions

### Attendance and Leave

**Description:** This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's Personal Record Identifier and correspondence about attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Retention and Disposal Standards:** Two years after expiry of fiscal year, after which period the records are destroyed. **Bank Number:** PSE 903

### Conflict of Interest and Post-Employment Code

**Description:** This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. **Class of Individuals:** Employees of government institutions. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. **Retention and Disposal Standards:** Records are retained by the employing institution to which the

Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. **Bank Number:** PSE 915

### Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** Documentation related to disciplinary action for individual cases will be destroyed after 2 years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period or for notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. **Bank Number:** PSE 911

### Employee Assistance

**Description:** This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **Bank Number:** PSE 916



### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where

applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **Bank Number:** PSE 901

### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The Personal Record Identifier may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902). **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or

for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. Records are retained for two years after most recent administrative action.

**Bank Number:** PSE 918

### Grievances

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board.

**Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. **Retention and Disposal Standards:** Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed. **Bank Number:** PSE 910

### Harassment

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace, to make decisions in specific instances on whether or not personal harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation.

**Consistent Uses:** To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the person(s)

against whom the complaint was lodged. Any disciplinary and administrative action taken against the individual as a result of a founded complaint may also be disclosed to the complainant. **Retention and Disposal Standards:** Records are destroyed two years after the most recent administrative activity in relation to an individual case.

**Bank Number:** PSE 919

### Identification and Building-Pass Cards

**Description:** This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed two years after expiry of identification and building-pass cards.

**Bank Number:** PSE 917

### Incentive Awards

**Description:** The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. **Bank Number:** PSE 920

### Occupational Safety and Health

**Description:** The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (HRDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908.

**Class of Individuals:** Employees of the institution.

**Purpose:** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. **Retention and Disposal Standards:** Five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by HRDC and Health Canada are retained for the periods specified in the relevant bank descriptions. **Bank Number:** PSE 907

#### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and Personal Record Identifier for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **Bank Number:** PSE 906

#### Parking

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires. **Bank Number:** PSE 914

#### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the Social Insurance Number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The Social Insurance Number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **Bank Number:** PSE 904

#### Performance Reviews and Employee Appraisals

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual

employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years for all employees and then destroyed.

**Bank Number:** PSE 912

### Reliability Checks

**Description:** This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information. **Class of Individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **Bank Number:** PSE 921

### Security Clearances

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; Social Insurance Number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. **Class of Individuals:** Individuals working or applying for work with the federal government by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline, and termination of employment. **Retention and**

**Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed.

**Bank Number:** PSE 909

### Staffing

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record).

**Class of Individuals:** Employees of the institution.

**Purpose:** The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **Bank Number:** PSE 902

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training

and development programs, including those related to employment equity, within government institutions.

**Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **Bank Number:** PSE 905

#### Travel and Relocation

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **Bank Number:** PSE 913

#### Vehicle, Ship, Boat and Aircraft Accidents

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. **Retention and Disposal Standards:** Two years after the settlement of individual claims, after which the records are destroyed. **Bank Number:** PSE 908

#### Workplace Day Care

**Description:** This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enrolling a child in a department-sponsored workplace day care centre. **Class of Individuals:** All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. **Purpose:** The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy. **Consistent Uses:** The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. **Retention and Disposal Standards:** The retention and disposal period for this bank is yet to be established. **Bank Number:** PSE 930

# Agriculture and Agri-Food Canada

## Chapter 1

### Particular Banks 1767

#### Branch Management Information System (BMIS)

**Description:** This bank contains personal information on all employees of the Market and Industry Services Branch (MISB). **Class of Individuals:** MISB employees. **Purpose:** This bank is used to collect personal information on MISB employees for personnel purposes. **Consistent Uses:** This bank is to monitor Branch training and conferences and to provide data for statistical purposes to programs, such as official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. **Retention and Disposal Standards:** Files are retained for five years. **Related to PR#:** AAFC MIS 497 **TBS Registration:** 002942 **Bank Number:** AAFC PPE 824

#### Departmental and Interdepartmental Assignments

**Description:** This bank contains information on employees on assignment and/or seeking assignments within and outside the department such as names, curriculum vitae, assignment agreements, approval of agreements. **Class of Individuals:** Employees on assignments with Agriculture and Agri-Food Canada and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Consistent Uses:** The information is used for information purposes, for statistical purposes and for human resources planning. **Retention and Disposal Standards:** This information is kept for three years after completion of secondment agreement. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 927 **TBS Registration:** 002699 **Bank Number:** AAFC PPE 821

#### Employee Personnel Record

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI);

home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Departmental employees. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the

meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **PAC Number:** 85-001 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 000913 **Bank Number:** AAFC PPE 808

#### Employment Equity Program C ✓ 1770

**Description:** This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. **Class of Individuals:** Departmental employees **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. **Retention and Disposal Standards:** SOS performed on quarterly basis. **PAC Number:** 85-001 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 003648 **Bank Number:** AAFC PPE 818

#### Executive Group Personnel Record C 1771 ✓

**Description:** This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. **Class of Individuals:** Members of the Executive Group in Agriculture and Agri-Food Canada. **Purpose:** To help in the staffing of Executive Group. **Consistent Uses:** To update and maintain staffing information on members of the Executive Group. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 860

**TBS Registration:** 002698 **Bank Number:** AAFC PPE 819

#### Expenditure Accounts – Departmental Employees

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. **Class of Individuals:** Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. **Purpose:** This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** Records are also used for the issuance of statements of taxable benefits for income tax purposes. **Retention and Disposal Standards:** Records are retained for six years. **PAC Number:** 86-001 **Related to PR#:** AAFC CSB 914 **TBS Registration:** 002285 **Bank Number:** AAFC PPE 817

#### Financial Management Information System – AGRIFIN

**Description:** Financial information for the Department. This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in AGRIFIN. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in AGRIFIN. **Class of Individuals:** Non Departmental employees. **Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Revenue Canada. **Consistent Uses:** Refer to Purpose of the bank. **Retention and Disposal Standards:** Information remains on Agrifin and is rolled for year to year. When there is no further activity, the information is removed from the system. **Related to PR#:** AAFC CSB 852 **TBS Registration:** 002945 **Bank Number:** AAFC PPE 805

#### Garnishment ✓

**Description:** The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings have been taken. **Purpose:** To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** This bank is also used to approve deductions from salary. **Retention and Disposal**

**Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 925 **TBS Registration:** 002048 **Bank Number:** AAFC PPE 807

#### Human Resource Information System (HRIS) 1775

**Description:** This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. **Class of Individuals:** All employees and executives of Agriculture and Agri-Food Canada. **Purpose:** The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). Data within the Human Resource Information System is shared with the departmental Security Information System and the Parking Administration System so that information in these two systems is kept current. This is done on a continuous basis. **Retention and Disposal Standards:** Computerized records are updated as required (usually daily from a SSC electronic transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 920, 923, 925, 927 **TBS Registration:** 002284 **Bank Number:** AAFC PPE 814

#### Human Resource Inventory System 1776

**Description:** This bank contains personal information on all employees of the Department's Market and Industry Services Branch. **Class of Individuals:** Employees of the Department's Market and Industry Services Branch.

**Purpose:** Information was collected for personnel purposes and to provide a data bank for the rest of the Branch Management Information System. **Consistent Uses:** To monitor Branch training, conferences and projects, and to provide data for statistical purposes to such programs as affirmative action, equal pay, and official languages. Data is provided to decision-making heads, their designators, as well as staff involved in Personnel Management. No data is provided to outside sources. **Retention and Disposal Standards:** Information is retained for two years after an employee leaves the Market and Industry Services Branch, and is then transferred to National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** AAFC MIS 860, 921 **TBS Registration:** 002095 **Bank Number:** AAFC PPE 812

#### Human Resources Inventory – International Assignments – Employee 1777

**Description:** Contains personal data, education, areas of expertise, work experience, international involvement and language skills of individual applicants on DBase III software and hard copy. **Class of Individuals:** Agriculture and Agri-Food Canada employees. **Purpose:** To establish and maintain a current inventory of departmental personnel interested in fixed term assignments outside Canada with either bilateral or multilateral organizations including projects executed by Agriculture and Agri-Food Canada. **Consistent Uses:** Conduct searches for qualified departmental candidates for identified positions. Information is shared on an inter-branch, inter-departmental, inter- governmental and/or international level, provided consent is received from all parties involved. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **Related to PR#:** AAFC MIS 492 **TBS Registration:** 002702 **Bank Number:** AAFC PPE 823

#### Internal Investigations 1778

**Description:** This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Present or former employees of the Food Production and Inspection Branch. **Purpose:** To record all information concerning alleged or suspected misconduct arising from involvement in violations of Agriculture and Agri-Food Canada Acts and Regulations or other laws which could adversely affect the Department. **Consistent Uses:** To determine an appropriate course of action, including disciplinary measures or prosecution. **Retention and Disposal Standards:** Records are destroyed five years after the case is closed. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002094 **Bank Number:** AAFC PPE 811

#### International Agricultural Projects 1779

**Description:** This bank contains information on the goals, objectives and milestones of overseas projects carried out by Agriculture and Agri-Food Canada, and the names and work locations of individuals involved. **Class of**



**Individuals:** Department of Agriculture and Agri-Food employees engaged in CIDA projects. **Purpose:** To provide a current inventory of International Programs personnel involved in current projects. **Consistent Uses:** The bank is used to relocate human resources and to evaluate the progress of projects. **Retention and Disposal Standards:** Files are retained for the duration of employment plus one year. **PAC Number:** 86-001 **Related to PR#:** AAFC MIS 492 **TBS Registration:** 001857 **Bank Number:** AAFC PPE 806

#### Managerial Profile 1780 ✓

**Description:** Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile.

**Class of Individuals:** All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. **Purpose:** The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. **Consistent Uses:** Same as for 'Purpose'. **Retention and Disposal Standards:** Minimum retention of 5 years as per authority. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002946 **Bank Number:** AAFC PPE 820

#### Parking ✓

**Description:** This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information for the administration and control of parking privileges. **Consistent Uses:** The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. **Retention and Disposal Standards:** Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. **PAC Number:** 85-001 **Related to PR#:** AAFC CSB 913 **TBS Registration:** 002283 **Bank Number:** AAFC PPE 816

#### Persons with Disabilities: Background Information on Employees for Departmental Advisory Committee ✓

**Description:** This bank contains personal information on employees such as their name, title, group and level, Branch, address (some will submit both office and home addresses), telephone number; as well, if the employee wishes to stand for nomination to the advisory committee; is interested in having input on topics or issues relating to the committee; is willing to participate on sub-committees

or working groups; would like to be kept informed of the activities of the committee; and any personal comments made by the respondents of the form. **Class of Individuals:** The information relates to employees in Agriculture and Agri-Food Canada of all groups and levels and from all regions. **Purpose:** The purposes of the information are to set up a departmental advisory committee and to build a distribution list of individuals interested in issues and topics touching on employing persons with disabilities. **Consistent Uses:** The information is for the use of the committee, the Assistant Deputy Minister of Corporate Services Branch and his/her advisors. **Retention and Disposal Standards:** To be determined **TBS Registration:** 003928 **Bank Number:** AAFC PPE 828

#### Priority Placement System ✓

**Description:** The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. **Class of Individuals:** Priority employees. **Purpose:** To market our employees who have been put on priority for other suitable employment. **Consistent Uses:** There will be no other use of this information. **Retention and Disposal Standards:** Two years after the last administrative use. **PAC Number:** 78-001 **Related to PR#:** AAFC HRB 920 **TBS Registration:** 003320 **Bank Number:** AAFC PPE 800

#### Reliability Checks

**Description:** The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. **Class of Individuals:** Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. **Purpose:** To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the

reliability check meet the standards of reliability and trustworthiness required by their duties or tasks.

**Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002099 **Bank Number:** AAFC PPE 813

#### Request for Transfer File ✓

**Description:** The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included. **Class of Individuals:** Employees of Agriculture and Agri-Food Canada and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution. **Consistent Uses:** To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. **Retention and Disposal Standards:** Records are kept for a period of 2 years. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002701 **Bank Number:** AAFC PPE 822

#### Research Skills Inventory ✓

**Description:** The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. **Class of Individuals:** Research Branch Scientific and Professional Category employees. **Purpose:** To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. **Consistent Uses:** To plan future demand for scientific and professional personnel. **Retention and Disposal Standards:** The bank is to be updated annually. Records are kept for a period of five years. **PAC Number:** 86-001 **Related to PR#:** AAFC HRB 921 **TBS Registration:** 002700 **Bank Number:** AAFC PPE 803

#### Security Clearances ✓

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) (previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. **Class of Individuals:** Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment,

assignment or contract. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. **Retention and Disposal Standards:** Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. **Related to PR#:** AAFC CSB 852 **TBS Registration:** 002943 **Bank Number:** AAFC PPE 826

#### Small Farm Development Program 17886

**Description:** The bank contains employees' names and identification numbers, dates and locations of visits, counselling topics and percentage allocation of time. **Class of Individuals:** Agriculture and Agri-Food Canada employees. **Purpose:** To maintain a record of how federal department employees who are seconded to provinces, apportion their time among various counselling topics. **Consistent Uses:** To record employees' time when providing management assistance to small-scale family farmers. **Retention and Disposal Standards:** These files are retained for 10 years. **PAC Number:** 72-003 **TBS Registration:** 000909 **Bank Number:** AAFC PPE 801

#### Telecommunication ✓

**Description:** This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service or other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a

specific departmental employee. **Class of Individuals:** Employees of the Department. **Purpose:** This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. **Consistent Uses:** This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. **Retention and Disposal Standards:** These records are retained for two years except for the information on financial transactions is kept for six years. **Related to PR#:** AAFC CSB 852 **TBS Registration:** 003319 **Bank Number:** AAFC PPE 827

### Training and Development C ✓ 1790

**Description:** This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **PAC Number:** 85-001 **Related to PR#:**

AAFC HRB 927 **TBS Registration:** 000917 **Bank Number:** AAFC PPE 810

### Travel and Relocation ✓

**Description:** This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. **Consistent Uses:** The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. **PAC Number:** 85-001 **Related to PR#:** AAFC CSB 852 **TBS Registration:** 002282 **Bank Number:** AAFC PPE 815

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Conflict of Interest and Post-Employment Code

Discipline ✓

Grievances ✓

Harassment

Identification and Building-Pass Cards ✓

Incentive Awards D 1192 ✓

Occupational Safety and Health ✓

Official Languages ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Security Clearances ✓

Vehicle, Ship, Boat and Aircraft Accidents ✓

# Atlantic Canada Opportunities Agency

## Chapter 2

### Particular Banks ✓

#### Attendance and Leave

**Description:** This bank contains information on all approved leave requests as well as on monthly

attendance reports and notes including physical certificate forms justifying absences. **Class of Individuals:** The information held in this bank relates to the Atlantic Canada Opportunities Agency's (ACOA) employees. **Purpose:** Information is obtained for the administration of

employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism.

**Retention and Disposal Standards:** The records are destroyed two years after the end of the fiscal year. **TBS Registration:** 003380 **Bank Number:** ACO PPE 801

### Incentive Awards

**Description:** This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards programs. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** Information in this bank relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental Employee Awards Program. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and precedent setting files for 25 years then destroyed (subject to National Archives approval). **TBS Registration:** 003379 **Bank Number:** ACO PPE 804

### Performance Reviews and Employee Appraisals

**Description:** This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments. **Class of Individuals:** Files contain copies of annual Performance Reviews and Employee Appraisals reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. **Purpose:** This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs. **Retention and Disposal Standards:** Records are retained for five years for all employees and are then destroyed. **TBS Registration:** 003378 **Bank Number:** ACO PPE 803

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation

of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training - expenditure, and training - human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, Career Assignment Program (CAP) and other special development programs. **Class of Individuals:** This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Information in this bank relates to employees of the Atlantic Canada Opportunities Agency (ACOA) and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of the Training and Development Information System, and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. **Retention and Disposal Standards:** Records are destroyed two years after completion of training and development undertaken by the employee. **TBS Registration:** 003381 **Bank Number:** ACO PPE 802

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Conflict of Interest and Post-Employment Code

### Employee Assistance

### Employee Personnel Record

### Grievances

### Official Languages

### Pay and Benefits

# 3, 4, 5, 6 ✓

# Atlantic Pilotage Authority Canada

## Chapter 3

### Particular Banks

#### Register of Pilots <sup>23</sup>

**Description:** The purpose of this bank is to retain a register of certificates and qualifications required under the Pilotage Act. It contains information on physical characteristics; licences; certificates; and accidents of pilots. Files are retained indefinitely. **Bank Number:** APA PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Occupational Safety and Health

Pay and Benefits

# Atomic Energy Control Board

## Chapter 4

### Particular Banks

#### Advisory Committee Members <sup>1802</sup>

**Description:** The AECB maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the AECB. ~~This bank contains~~ correspondence relating to the recruiting of members, and may include names and details concerning present employment and experience. Records are retained for two years before being transferred to the National Archives of Canada. **Bank Number:** AEB PPE 801

#### AECB Inspectors: Certification Record

**Description:** AECB staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is in a separate bank. The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. **Bank Number:** AEB PPE 803

#### Radiation Exposure Records: AECB Staff

**Description:** The purpose of the bank is to maintain a record of doses received by AECB staff while carrying out their duties. Values are cumulated on a periodic basis. Records are retained indefinitely. **Bank Number:** AEB PPE 802

#ADD 1,2 ✓

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents ✓

# Bank of Canada

## Chapter 5

### Particular Banks

#### Access Cards

**Description:** This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. **Class of Individuals:** Bank of Canada employees and pensioners; contractors; tenants. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of access cards. **Consistent Uses:** To issue and control access cards. **Retention and Disposal Standards:** These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. **TBS Registration:** 003289 **Bank Number:** BOC PPE 818

#### Attendance and Leave

**Description:** This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to support the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. **Retention and Disposal Standards:** Records are kept for a period of three years, then destroyed. **TBS Registration:** 002211 **Bank Number:** BOC PPE 821

#### Discipline

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions. **Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal**

**Standards:** Records are kept for a period of five years following the date of disciplinary action, then destroyed. **TBS Registration:** 002219 **Bank Number:** BOC PPE 836

#### Employee Health Record

**Description:** This bank contains occupational health evaluations and all personal medical data including employee assistance records. Copies of Workers Compensation reports are also maintained in the employee health file. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain individual records on the health of employees, and to provide documentation for the administration of occupational health and certain benefit programs. **Retention and Disposal Standards:** Records are kept for a period of 20 years after the employee leaves the Bank, or following the last intervention if this occurs after the employee has left the Bank, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms. **TBS Registration:** 002215 **Bank Number:** BOC PPE 830

#### Employee Personnel Record

**Description:** Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. **Class of Individuals:** Bank of Canada employees. **Purpose:** This bank provides a record of an

individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **TBS Registration:** 002210 **Bank Number:** BOC PPE 810

#### Employment Equity Program ✓

**Description:** This bank contains information for the purpose of the Bank's Employment Equity program which includes self-identification of employees within the Bank of Canada by each of the four groups designated by the employment equity legislation: women, aboriginal peoples, persons with disabilities and visible minorities. The information will be maintained on a microcomputer. **Class of Individuals:** Regular full-time employees; regular part-time employees; temporary employees of the Bank of Canada. **Purpose:** Information will be used for purposes specified in the Employment Equity Act; that is, for program development and implementation, as well as for the summary reports on employment equity that must be submitted annually to the Minister of Employment and Immigration. **Consistent Uses:** The data will be used to determine the degree to which the four designated groups are equitably represented within the Bank's various occupational groupings and responsibility levels. The social insurance number may be used to link information in this bank with that in another bank in order to obtain statistical information on employees. **Retention and Disposal Standards:** The information collected for the Employment Equity program and used in the preparation of the Annual Report to the Minister of Human Resources Development Canada, will be kept for a period of three years after the year in respect in which the report is made, then destroyed. Employment Equity questionnaires will be retained for a period of two years

after an employee leaves the Bank, then destroyed. When questionnaires from active employees are superseded, the previous questionnaires will immediately be destroyed.

**TBS Registration:** 001942 **Bank Number:** BOC PPE 817

#### Garnishees ✓

**Description:** This bank contains orders of garnishment and related correspondence. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. **Consistent Uses:** To provide for the execution of orders of garnishment. **Retention and Disposal Standards:** Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. **TBS Registration:** 000076 **Bank Number:** BOC PPE 822

#### Grievances ✓

**Description:** This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to record information used in the grievance process. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. **Retention and Disposal Standards:** Records are kept for a period of five years following date of resolution, then destroyed. **TBS Registration:** 002218 **Bank Number:** BOC PPE 835

#### Occupational Injury ✓

**Description:** This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. **Class of Individuals:** Bank of Canada employees. **Purpose:** To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada. **Consistent Uses:** To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. **Retention and Disposal Standards:** First aid records are retained for two years; accident or occupational injury or illness records are retained for 20 years. **TBS Registration:** 002217 **Bank Number:** BOC PPE 831

### Official Languages ✓

**Description:** This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees.

**Consistent Uses:** To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs.

**Retention and Disposal Standards:** Records are kept for a period of two years after the employee leaves the Bank, then destroyed. **TBS Registration:** 002214 **Bank Number:** BOC PPE 826

### Parking ✓

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank.

**Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges.

**Consistent Uses:** To maintain a record of parking permits. **Retention and Disposal Standards:** Records are kept for a period of three years after the permit expires, then destroyed. **TBS Registration:** 002236 **Bank Number:** BOC PPE 842

### Pay and Benefits ✓

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act. **Consistent Uses:** To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable,

enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 002212 **Bank Number:** BOC PPE 820

### Personal Harassment ✓

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations; and analyses of events and records of decisions taken about particular incidents.

Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. **Class of Individuals:** Bank of Canada employees.

**Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. **Consistent Uses:** To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. **Retention and Disposal Standards:** Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. **TBS Registration:** 002237 **Bank Number:** BOC PPE 837

### Reliability Checks and Security Clearances ✓

**Description:** This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings. **Purpose:** The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. **Consistent Uses:** The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security



measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. **TBS Registration:** 002216 **Bank Number:** BOC PPE 816

#### Relocation ✓

**Description:** This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the relocation of employees. **Consistent Uses:** To administer the relocation functions with respect to their approval, as well as advances and claims. **Retention and Disposal Standards:** Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. **TBS Registration:** 000074 **Bank Number:** BOC PPE 840

#### Staffing ✓

**Description:** The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; interview notes and test results; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The bank provides a record of the information used in staffing positions. **Consistent Uses:** To select candidates and staff positions. **Retention and Disposal Standards:** Staffing applications are kept for a period of three years after the year in which they are received, then destroyed. **TBS Registration:** 002013 **Bank Number:** BOC PPE 815

#### Training and Development ✓

**Description:** This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other

organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee Appraisal Form which is in turn attached to the Employee Personnel Record. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs. **Consistent Uses:** To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. **Retention and Disposal Standards:** Records are kept for a period of five years, then destroyed. **TBS Registration:** 002213 **Bank Number:** BOC PPE 825

#### Training and Development – Development Assignment Program (D.A.P.) ✓

**Description:** This bank contains résumés, employee profiles, summaries of the personal career planning exercise, interview information, referral results, details of D.A.P. assignments, assignment proposal forms and agreements, D.A.P. assignment evaluation forms, and general correspondence. **Class of Individuals:** Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank. **Purpose:** This bank was created to maintain an inventory of employees selected for possible assignments within the Bank, and to administer the program. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. **Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years. **TBS Registration:** 003424 **Bank Number:** BOC PPE 827

#### Travel ✓

**Description:** This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel. **Class of Individuals:** Bank of Canada employees. **Purpose:** The purpose of this bank is to maintain information regarding the travelling expenses of employees. **Consistent Uses:** To provide advances and approve claims for business travel expenses. **Retention and Disposal Standards:** Records are kept for a period of seven years, then destroyed. **TBS Registration:** 000075 **Bank Number:** BOC PPE 841

ADD NEW AGENCY ✓  
E BCTC ✓ F CTBB

# Business Development Bank of Canada

## Chapter 6

### Particular Banks

#### Discipline ✓

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** BDC employees. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions. **Consistent Uses:** To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. **Retention and Disposal Standards:** Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply. **TBS Registration:** 003923 **Bank Number:** BDBC PPE 820

#### Employee Assistance Program ✓

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program. **Class of Individuals:** BDC employees and their dependents. **Purpose:** The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. **TBS Registration:** 003748 **Bank Number:** BDBC PPE 805

#### Employee Awards Program ✓

**Description:** This bank contains information on employees who have been nominated for awards under the BDC suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented. **Class of Individuals:** BDC employees who have applied under the program. **Purpose:** The purpose of this bank is to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion. **Consistent Uses:** The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. **Retention and Disposal Standards:**

File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed.

**TBS Registration:** 003922 **Bank Number:** BDBC PPE 815

#### Employment Equity Survey ✓

**Description:** This bank contains information on self-identification with regard to sex, race, ethnic origin and disabilities. **Class of Individuals:** Permanent full-time employees; permanent part-time employees; and temporary employees. **Purpose:** The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development, Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). **Consistent Uses:** The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes. **Retention and Disposal Standards:** These records will be retained for a period of at least five years after the year in respect of which a report is made. **TBS Registration:** 003752 **Bank Number:** BDBC PPE 801

#### Pay and Benefits ✓

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) **Class of Individuals:** Employees of the BDC. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation. **Retention and Disposal Standards:**

Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **TBS Registration:** 003751  
**Bank Number:** BDBC PPE 810

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

# Canada Council for the Arts

## Chapter 7

### Particular Banks

#### Conflicts of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Council. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** These files are kept 2 years after the last administrative action. **TBS Registration:** 003780  
**Bank Number:** CAC PPE 805

#### Employee General Record

**Description:** This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. **Class of Individuals:** The information relates to current and former employees. **Purpose:** The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of

deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. **Consistent Uses:** This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. **Retention and Disposal Standards:** These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. **TBS Registration:** 003781  
**Bank Number:** CAC PPE 810

#### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. An employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the institution. **Purpose:** This bank provides documentation for the implementation

of the employment equity policy. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The employee number may be used to link information in this bank that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The council may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment, Equity Target Group Data Bank (TBS TBS 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 003782 **Bank Number:** CAC PPE 815

#### Performance File

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. It also contains course applications and evaluations; letters of recommendation; notices of disciplinary action and correspondence about employee misconduct; investigations of possible misconduct and

analysis reports of these investigations. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. **Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for the duration of employment plus one year for all employees and then transferred to the control of the National Personnel Records Centre. Information concerning disciplinary actions are removed after two years, provided that there has been no further disciplinary action. **TBS Registration:** 003783 **Bank Number:** CAC PPE 820

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Grievances

Parking

Pay and Benefits

Staffing

Training and Development

Travel and Relocation

# Canada Deposit Insurance Corporation

## Chapter 8

### Particular Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on

transfers, discipline and termination of employment.

**Retention and Disposal Standards:** These files are kept 2 years after the last administrative action. **TBS Registration:** 002296 **Bank Number:** CDI PPE 805

#### Employee Access to Premises

**Description:** Access cards are issued to CDIC employees and contract workers to permit them access to the premises. This bank is a data base which contains the date and the time that holders of the access cards enter and exit locked doors on CDIC premises. **Class of Individuals:** Employees of the Canada Deposit Insurance Corporation and other individuals who are given access rights to CDIC premises. **Purpose:** While it is a function of

the electronic door security system to record this information, the information is not used to monitor staff movement and is considered to be of little value.

**Retention and Disposal Standards:** In the Ottawa office, where the security system is controlled by CDIC, this information is deleted from the data base every six months. In the Toronto office, where the security system is controlled by the landlord, the data is deleted after five years. **TBS Registration:** 003708 **Bank Number:** CDI PPE 806

### Employee Personnel Record ✓

**Description:** This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. **Class of Individuals:** The information relates to current and former employees.

**Purpose:** The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. **Consistent Uses:** This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. **Retention and Disposal Standards:** These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. **TBS Registration:** 003652 **Bank Number:** CDI PPE 801

### Staffing ✓

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence

concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers. **Class of Individuals:** Employee applicants. **Purpose:** The purpose of this bank is to select candidates and fill staff positions.

**Retention and Disposal Standards:** These files are kept two years after the last administrative action. **TBS Registration:** 002293 **Bank Number:** CDI PPE 802

### Training and Development ✓

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File.

**Class of Individuals:** Current and former employees.

**Purpose:** The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. **Retention and Disposal Standards:** These files are kept for 2 years after the last administrative action. **TBS Registration:** 002295 **Bank Number:** CDI PPE 804

### Travel and Relocation ✓

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the Corporation. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. **Retention and Disposal Standards:** These files are kept for 8 fiscal years. **TBS Registration:** 002294 **Bank Number:** CDI PPE 803

## Canada Information Office

### Chapter 9

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Employee Personnel Record

# Canada Labour Relations Board

## Chapter 10

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave ✓
- Conflict of Interest and Post-Employment Code ✓
- Employee Personnel Record ✓
- Employment Equity Program ✓
- Grievances ✓
- Identification and Building-Pass Cards ✓

#ADD 2 ✓  
Official Languages ✓

- Parking ✓
- Pay and Benefits ✓
- Performance Reviews and Employee Appraisals ✓
- Security Clearances ✓
- Staffing ✓
- Training and Development ✓
- Travel and Relocation ✓

# Canada Lands Company Limited

## Chapter 11

NOTE: Information concerning the employees of the Canada Lands Company Limited is held by Public Works and Government Services Canada.

# Canada Mortgage and Housing Corporation

## Chapter 12

### Particular Banks

#### CMHC Pension Plan ✓ 229

**Description:** The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name.  
**Class of Individuals:** CMHC employees and pensioners.  
**Purpose:** The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits.  
**Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the federal Office of the Superintendent of Financial Institutions Canada and to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements.  
**Retention and Disposal Standards:** Records are retained for two years after the

member and dependents are deceased, and the records are then forwarded to National Archives of Canada. **TBS Registration:** 003134 **Bank Number:** CMH PPE 845

#### Conflict of Interest ✓

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties.  
**Class of Individuals:** CMHC employees.  
**Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest.  
**Consistent Uses:** To support decisions on transfers, discipline and termination of employment.  
**Retention and Disposal Standards:** Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed.  
**PAC Number:** 85-001 **TBS Registration:** 000097 **Bank Number:** CMH PPE 808

### Employee Assistance Program ✓

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to CMHC employees, retirees and their dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program. **Class of Individuals:** CMHC employees, their dependents and retirees. **Purpose:** The bank allows the consultant to ensure continuity of service. **Consistent Uses:** The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. **TBS Registration:** 003135 **Bank Number:** CMH PPE 850

### Employee Medical Files ✓

**Description:** This bank maintains the medical record of each current and past employee and general medical information about family members. **Class of Individuals:** CMHC employees and family members. **Purpose:** The purpose of this bank is to maintain records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations. This information is also used to keep statistics, to perform occupational health monitoring. **Consistent Uses:** Information used for program management and research purposes planning, evaluation. **Retention and Disposal Standards:** Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. **TBS Registration:** 001937 **Bank Number:** CMH PPE 802

### Employee Personal Record ✓

**Description:** This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of

employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements, including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. **Class of Individuals:** CMHC employees. **Purpose:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. **Consistent Uses:** To provide documentation and authorization of appointments, transfers, promotions, demotions, pension fund and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). **Retention and Disposal Standards:** Retained by CMHC for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. **PAC Number:** 85-001 **TBS Registration:** 002991 **Bank Number:** CMH PPE 815

### Employment Equity Program ✓

**Description:** This bank contains information on designated group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of Native origin, if they have a continuing or permanent disability, or form part of a visible minority group. **Class of Individuals:** Employees of the Corporation. **Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by designated group status (women, aboriginal peoples, visible minorities and people with disabilities). This information is used to compile a personnel profile of employees and to compare the situation of designated

group members with non-designated group members within CMHC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Human Resources Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources Development Canada and the CMHC internal employment equity monitoring report. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Records are destroyed two years after the employee leaves the Corporation. **PAC Number:** 85-001 **TBS Registration:** 002198 **Bank Number:** CMH PPE 809

#### Familycare Assistance ✓

**Description:** This bank contains information pertaining to a voluntary confidential information, resources and support service offered to CMHC employees and their immediate family members. The employee/family members requiring information, resources and support contact the consultant directly. The services of the consultant have been retained by CMHC to provide the Familycare Assistance Program. Records relating to the nature of inquiries received are maintained with the consultant. These files are not held at CMHC in order to guarantee confidentiality. **Class of Individuals:** CMHC employees and their immediate family members. **Purpose:** The bank allows the consultant to ensure continuity of service to employees and to their family members. **Consistent Uses:** The consultant undertakes a systematic evaluation of the Familycare Assistance Program and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have requested information. **Retention and Disposal Standards:** The information is kept by the consultant until contract termination. Upon termination, a mutually agreed upon third party will review the information and make recommendations as to its disposal. **TBS Registration:** 003653 **Bank Number:** CMH PPE 860

#### Grievances ✓

**Description:** This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. **Class of Individuals:** Unionized CMHC employees. **Purpose:** The purpose of this bank is to record information used in all levels of the grievance process. **Consistent Uses:** The purpose of this bank is to record information used in the

grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. **Retention and Disposal Standards:** Three years following date of resolution, the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002992 **Bank Number:** CMH PPE 820

#### Harassment (including discrimination and sexual harassment) ✓

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. **Consistent Uses:** To support decisions on transfer and discipline of employees. **Retention and Disposal Standards:** Records are destroyed three years after the most recent administrative activity in relation to an individual case. **PAC Number:** 85-001 **TBS Registration:** 002994 **Bank Number:** CMH PPE 830

#### Identification and Building-Pass Cards ✓

**Description:** This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Employees of the Corporation and contractors/visitors. **Purpose:** The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. **Consistent Uses:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Records are destroyed two years after expiry of identification and building-pass cards. **PAC Number:** 85-001 **TBS Registration:** 002199 **Bank Number:** CMH PPE 810

#### Internal Appeals and Employee Complaint Files ✓

**Description:** This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada – Labour Program and the Commissioner of Official Languages. **Class of Individuals:** Employees who have used the internal appeal system or an external complaint process. **Purpose:** The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. **Retention and Disposal Standards:** Records are retained for three years from the



date of the decision. **TBS Registration:** 001938 **Bank Number:** CMH PPE 804

### Investigation Files ✓

**Description:** This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. **Class of Individuals:** Employees and the general public. **Purpose:** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. **Consistent Uses:** In the case of a criminal investigation, records are made available to the RCMP or other recognized Police Force. **Retention and Disposal Standards:** Records are retained for three years after the case is closed. **TBS Registration:** 001939 **Bank Number:** CMH PPE 806

### Official Languages ✓

**Description:** This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee Personnel Record. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. **Retention and Disposal Standards:** For language test results, the retention period should be increased from 2 to 5 years, with a one-year dormant period; for language designation of positions, a 3-year retention and a 5-year dormant period; and for language training attendance records, a 3-year retention period, after which they can be destroyed.. **PAC Number:** 85-001 **TBS Registration:** 002993 **Bank Number:** CMH PPE 825

### Pay and Benefits ✓

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record.) **Class of Individuals:** Employees and pensioners of CMHC. **Purpose:** The purpose of this bank is to provide documentation for the

administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are sent to National Archives of Canada two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. **TBS Registration:** 003133 **Bank Number:** CMH PPE 840

### Staffing ✓

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). **Class of Individuals:** Internal and external applicants. **Purpose:** The bank provides a record of the information used in staffing positions. It is also a source of data for employment equity programs and services. **Consistent Uses:** To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records

are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002995 **Bank Number:** CMH PPE 835

#### Vehicle Accidents

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents. **Class of Individuals:** CMHC Employees. **Purpose:** The purpose of this bank is to maintain information regarding vehicle accidents involving CMHC employees. **Consistent Uses:** To determine liability for such accidents, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. **Retention and Disposal Standards:** The records are retained active for five years and dormant for five years. **TBS Registration:** 003295 **Bank Number:** CMH PPE 855

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

## Canada-Newfoundland Offshore Petroleum Board

### Chapter 13

#### Particular Banks

##### Employee Personnel Records

**Description:** This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada-Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's employment. Records of former employees are

transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. **Class of Individuals:** Employees of the Board. **Purpose:** To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. **Retention and Disposal Standards:** Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. **TBS Registration:** 002309 **Bank Number:** CNP PPE 801

## Canada-Nova Scotia Offshore Petroleum Board

### Chapter 14

#### Particular Banks

##### Employee Personnel Records

**Description:** This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary,

superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration, Industrial Benefits and Legal. **Class of Individuals:** Employees and former employees of the Board. **Purpose:** To provide a record of information on employees and former employees relating to their employment with the Board. **Consistent Uses:**

Information may be used for purposes of employment references or group insurance. **Retention and Disposal Standards:** The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an

individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. **TBS Registration:** 003314 **Bank Number:** NS PPE 805

## Canada Ports Corporation

### Chapter 15

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

## Canada Post Corporation

### Chapter 16

#### Particular Banks ✓

##### Access Control Systems 325

**Description:** This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates.

**Class of Individuals:** Canada Post employees who have authorized access to Corporation facilities. **Purpose:** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records in it are used to issue and cancel identification cards or building passes, and to maintain building security. **Retention and Disposal Standards:** The records are retained for two years after expiry of the cards and are then destroyed. Visitor logs are retained one year. **TBS Registration:** 001364 **Bank Number:** CPC PPE 823

##### Accounts Payable ✓

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts

Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments. **Purpose:** To support the payment of financial benefits to employees. **Consistent Uses:** The records in it are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after last administrative action, such as the recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **PAC Number:** 88-007 **TBS Registration:** 001361 **Bank Number:** CPC PPE 820

##### Conflict of Interest ✓

**Description:** This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. **Class of Individuals:** Existing and recently terminated Canada Post employees who are

involved in potential or actual conflicts of interest.

**Purpose:** The purpose of this bank is to support the implementation of the conflict of interest policy.

**Consistent Uses:** The records are used to help determine whether a conflict of interest exists and, if so, to support decisions on transfer, discipline or termination of employment. **Retention and Disposal Standards:** Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002156 **Bank Number:** CPC PPE 814

### Corporate Correspondence ✓

**Description:** This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and divisional Customer Service offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Stamp Subjects and Designer References, CPC PPU 025.) **Class of**

**Individuals:** Current or recently terminated employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman, President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry.

**Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. **Consistent Uses:** The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns. **Retention and Disposal Standards:** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. **PAC Number:** 88-007 **TBS Registration:** 002077 **Bank Number:** CPC PPE 826

### Corporate Managed Resourcing Program (CMRP) ✓

**Description:** This bank contains such records as notices of interest, employee name, length of service, salary history, estimated retirement or early departure incentive amounts, acceptances or refusals of incentive offers, referrals to career counselling consultants and other

related tax/financial data. Certain records also exist in automated form in the Human Resource Information System, CPC PPE 804. Related records may also be found in Payroll, Benefits & Attendance, CPC PPE 815 and Employee Career File, CPC PPE 808. **Class of Individuals:** Current or recently terminated employees of Canada Post Corporation who have expressed interest in an early termination or retirement offer or who have been referred to CMRP staff. **Purpose:** The purpose of this bank is to support CPC's restructuring objectives by offering a voluntary package of early retirement or departure incentives to eligible employees. **Consistent Uses:** The records are used to ensure the eligibility of applicants to the incentive program, evaluate the amounts of the incentive on an individual basis, make offers to eligible applicants, and to process payments to employees having accepted the incentive. **Retention and Disposal Standards:** Records are retained for the duration of employment with Canada Post. Two years after separation, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of eighty (provided two years have elapsed since last administrative use). **PAC Number:** 91-020 **TBS Registration:** 003738 **Bank Number:** CPC PPE 834

### Employee Assistance ✓ 330

**Description:** This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through personal intervention, without records. Note that, as a matter of policy, records on medical problems, performance deficiencies and absenteeism are not stored in the Employee Assistance bank (see Employee Health Record, CPC PPE 840; Human Resource Information System, CPC PPE 804; and Payroll, Benefits and Attendance, CPC PPE 815 respectively). Similarly, employee assistance information is not stored in any other personal information bank, with the exception of payment records (see Accounts Payable, CPC PPE 820). Individuals seeking access to records that may exist on them in this bank are encouraged to deal directly with the person consulted for assistance. Individuals seeking formal access under the Privacy Act should specify position title, employment location and dates, as well as the referral agent used. **Class of Individuals:** A case is initiated when an employee requests assistance from an employee assistance referral agent or coordinator. **Purpose:** Employee Assistance is a voluntary program for Canada Post employees experiencing personal problems that may be resolved through professional care. **Consistent Uses:** Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling and, where the employee agrees, medical evaluations, professional help and rehabilitation programs; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes (for example, referral agents keep statistical summaries; all personal information is rendered anonymous). Note that

referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. **Retention and Disposal Standards:** Individual case files are not retained. If financial assistance has been provided, records are kept six years after the fiscal year in which the assistance was provided. **TBS Registration:** 001354 **Bank Number:** CPC PPE 811

#### Employee Career File

**Description:** This bank contains performance appraisals (for management, exempt and certain other employees), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. **Class of Individuals:** All current or recently terminated Canada Post Corporation employees. **Purpose:** To support the development of an employee's career. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews; and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit).

**Retention and Disposal Standards:** Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements. The retention schedules for other documents remain under development. **TBS Registration:** 003546 **Bank Number:** CPC PPE 808

#### Employee Health Record

**Description:** This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment and certification documents; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain non-occupational medical information may also exist on file, for example, fitness and lifestyle evaluations, or information on non work-related medical conditions. **Class of Individuals:**

Canada Post employees who have had: injuries and accidents on duty; long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. **Purpose:** To support Occupational Health and Rehabilitation programs. **Consistent Uses:** The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling; to authorize leave and benefits related to work-related injuries and illnesses (physician's certificates are attached to Payroll, Benefits and Attendance, CPC PPE 815); to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. **Retention and Disposal Standards:** Records are retained for a period of 100 years after termination from CPC. **TBS Registration:** 003158 **Bank Number:** CPC PPE 840

#### Employee Involvement Program

**Description:** This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, social insurance number, employee classification, suggestion number and subject. The Social Insurance Number will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the suggestion number, date and location. **Class of Individuals:** Canada Post employees who have submitted suggestions. (Note that safe driving awards are stored in Fleet Management, CPC PPE 825, and that payment records regarding awards are stored in Accounts Payable, CPC PPE 820). **Purpose:** The purpose of this bank is to support the Employee Involvement Program. **Consistent Uses:** The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File, CPC PPE 802, and/or to the Human Resource Information System, CPC PPE 804). Lists of suggestions are distributed to managers for possible application in their respective areas of responsibility. The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed to the general public via poster displays, the news media and the Corporation's publications. **Retention and Disposal Standards:** Records are

retained for seven years after the fiscal year of last administrative use and then destroyed. **PAC Number:** 91-020 **TBS Registration:** 001351 **Bank Number:** CPC PPE 807

### Employee Personal File ✓

**Description:** This bank contains letters of offer, staffing transaction reports, rates of pay and entitlements, terms and conditions of employment for management and exempt employees, previous employment history, performance and acting pay, official language status, disciplinary records, as well as summaries and notations regarding more detailed records described in certain other employee information banks. Certain records on employees also exist in automated form. Where applicable, the Employee Personal File also includes notices of disciplinary action and related correspondence. Summaries of other employee records stored in the Employee Personal File include: Staffing and Employment, CPC PPE 801; Human Resource Information System, CPC PPE 804; Employee Career File, CPC PPE 808; Payroll, Benefits and Attendance, CPC PPE 815; and, where applicable, Training, CPC PPE 805; Relocation, CPC PPE 816; Employee Involvement, CPC PPE 807; Fleet Management, CPC PPE 825; Security Clearances, CPC PPE 821; Reliability Checks, CPC PPE 822; Employee Health Record, CPC PPE 840; and, Worker's Compensation Board Claims, CPC PPE 845. Depending on the size and functions of the Canada Post office or facility, certain of the above categories of records may be stored in distinct records systems. Separate bank descriptions allow for distinct records systems, where necessary, and also facilitate selective access by employees to their files. The records are combined when the administrative need arises (for example, upon transfer or termination). Note that certain records on Canada Post employees are stored apart from the Employee Personal File as a matter of policy, for example, detailed occupational health and safety and security clearance information, as well as Grievances & Arbitrations, Employee Assistance, Human Rights, Employment Equity, Special Services and Conflict of Interest (CPC PPE 821, 840, 813, 811, 809, 810, 812 and 814, respectively); and that managers may retain indices and duplicate administrative records concerning staff over which they exercise line or functional control. Individuals seeking access to this bank should specify position title and employment location and dates. Note that the above-identified bank descriptions covering specific categories of records facilitate more selective access.

**Class of Individuals:** All existing and recently terminated Canada Post employees. **Purpose:** The purpose of this bank is to support the compensation and benefits function, to facilitate co-ordination among a variety of personnel functions, and to retain records of enduring value related to each. **Consistent Uses:** The records are used to ensure appropriate salaries, deductions and contributions (see also Payroll, Benefits and Attendance, CPC PPE 815) and to provide authorized benefits and counselling related thereto; to support and authenticate

decisions relating to appointments, transfers, awards, promotions, discipline, demotions, termination of employment and superannuation; to facilitate and co-ordinate among certain personnel functions, namely compensation and benefits human resource planning and development, executive development, training, relocation, employee involvement, fleet management, occupational health, safety and environment, and security clearances; for research purposes (e.g., salary and benefits level comparisons with other firms in the industry, career management, organization improvement, applied personnel research); and to verify employment references. Certain information is disclosed to third parties, as detailed in the above-referenced personal information bank descriptions (notably Payroll and Attendance). In addition, some information is disclosed to unions relating to new members or change of employment status.

**Retention and Disposal Standards:** Records are retained for the duration of employment with Canada Post. (Notices of disciplinary action are retained in accordance with collective agreements and garnishment records are retained for two years after settlement and then destroyed). Two years after year of separation, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of eighty (provided two years have elapsed since last administrative use). If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **PAC Number:** 88-007 **TBS Registration:** 001346 **Bank Number:** CPC PPE 802

### Employment Equity ✓

**Description:** This bank contains hardcopy and computerized Employment Equity data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to this bank should provide their full name and work location. **Class of Individuals:** Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples. **Purpose:** The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. **Consistent Uses:** The records are used to compile profiles of employee groups and to compare the situation of designated group members with non-designated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources Development Canada. **Retention and Disposal Standards:** Paper records are retained for three

years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development. **PAC Number:** 88-007 **TBS Registration:** 001353 **Bank Number:** CPC PPE 810

### Financial Accountability Cases ✓

**Description:** This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents are stored in Employee Personal File, CPC PPE 802 and/or Payroll, Benefits and Attendance, CPC PPE 815 and Legal Affairs, CPC PPE 827). **Class of Individuals:** Canada Post employees involved in actual or suspected losses of financial assets. **Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. **Consistent Uses:** The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **PAC Number:** 88-007 **TBS Registration:** 001763 **Bank Number:** CPC PPE 818

### Fleet Management ✓

**Description:** This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporation-owned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. **Class of Individuals:** Drivers of Canada Post vehicles. **Purpose:** The purpose of this bank is to support the efficient and safe use of vehicles. **Consistent Uses:** Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties; to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability

assessments may be attached to the Employee Personal File, CPC PPE 802). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). **Retention and Disposal Standards:** Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use. **PAC Number:** 88-007 **TBS Registration:** 002011 **Bank Number:** CPC PPE 825

### Government Relations ✓

**Description:** This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Government Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information, such as an index of in-coming letters exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier. **Class of Individuals:** Employees, where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support and respond to enquiries. **Consistent Uses:** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends. **Retention and Disposal Standards:** General correspondence is retained for two calendar years after last administrative use. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use. **PAC Number:** 97-020 **Related to PR#:** Human Resources **TBS Registration:** 004000 **Bank Number:** CPC PPE 833

### Grievances and Arbitrations ✓

**Description:** This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions (for

classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance, decision grounds and arbitrator's comments. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. **Class of Individuals:** Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. **Purpose:** The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements.

**Consistent Uses:** The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining. LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). **Retention and Disposal**

**Standards:** Records are retained for three years after resolution or withdrawal unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal. A sample of grievance/arbitration records is also transferred to the National Archives of Canada. If they are judged by the National Archivist to have historical/archival value, they are retained permanently. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRJIS) for fifteen years. **PAC Number:** 88-007 **TBS Registration:** 001356 **Bank Number:** CPC PPE 813

#### Heritage Club

**Description:** The Heritage Club Database System contains records such as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, employee identification numbers. **Class of Individuals:** Former employees with a minimum 10 years service and long-service employees (25 years or more) are eligible for membership. **Purpose:** The Heritage Club is a Canada Post Corporation

recognition program that also provides a means of friendly association and community service among former and long-service employees. **Consistent Uses:** Heritage Club records are grouped into 31 chapters across Canada and are used to: provide commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition, Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations for inclusion on Revenue Canada – Taxation T-4 slips. **Retention and Disposal Standards:** Taxable benefit records are retained six years after the last financial transaction. A schedule for the Heritage Program Database System is under development. **PAC Number:** 91-020 **TBS Registration:** 002989 **Bank Number:** CPC PPE 830

#### Human Resource Information System (HRIS) <sup>341</sup>

**Description:** This computerized bank supersedes the previous system of the same title (old HRIS), as well as Personnel Database (CPC PPE 803). It contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birthdate, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, security clearance level, performance appraisal results, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number. **Class of Individuals:** There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. **Purpose:** To support the compensation and benefits of all CPC employees. **Consistent Uses:** The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, performance evaluations, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to benefit carriers (e.g., insurance companies) to validate and



administer employee claims; to other agents under strict security (e.g., employee surveys); and to collective bargaining agents for dues check-off purposes.

**Retention and Disposal Standards:** Disposal of data related to the various programs supported by HRIS are governed by the retention schedules applicable to their pertinent banks. **PAC Number:** 88-007 **TBS**

**Registration:** 001348 **Bank Number:** CPC PPE 804

### Human Rights ✓

**Description:** This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. **Class of Individuals:** Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act. **Consistent Uses:** The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action (e.g., when the source of the complaint is a Canada Post policy or procedure). Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint. **Retention and Disposal Standards:** Records are retained for two years after the calendar year of last administrative use, which is usually resolution of the complaint. **PAC Number:** 88-007 **TBS**  
**Registration:** 001352 **Bank Number:** CPC PPE 809

### Investigative Body Requests – Employees ✓

**Description:** This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. **Class of Individuals:** Employees who are the subject of, or party to, lawful investigations. **Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. **Consistent Uses:** The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may

be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits.

**Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. **TBS Registration:** 001342 **Bank Number:** CPC PPE 829

### Legal Affairs ✓

**Description:** This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. **Class of Individuals:** Current or terminated employees involved in legal matters. **Purpose:** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. **Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. **Retention and Disposal Standards:** Records are retained for ten years after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained 100 years after case closed. **TBS Registration:** 002078 **Bank Number:** CPC PPE 827

### National Time & Attendance System ✓

**Description:** This computerized bank contains, in report form, such information as employee name, employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the Payroll, Benefits & Attendance information bank (CPC PPE 815). **Class of Individuals:** All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site. **Purpose:** The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. **Consistent Uses:** The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought. **Retention and Disposal Standards:** The

retention schedule is under development, but records will be retained for a minimum two-year period. **TBS Registration:** 003547 **Bank Number:** CPC PPE 831

#### Northern Services ✓

**Description:** Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates; travel entitlement and claim documents; and attendance records. Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bargaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Data on new employees is obtained from CPC's Human Resource Information System, CPC PPE 804; and shared with Disbursements (see Accounts Payable, CPC PPE 820) and Payroll Operations (See Payroll, Benefits & Attendance, CPC PPE 815). **Class of Individuals:** Approximately 300 Northern Services employees and their dependants. **Purpose:** To support the compensation of Northern Services employees. **Consistent Uses:** To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to maintain duty rosters; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern Services employees; and, to respond to enquiries. **Retention and Disposal Standards:** Records will be retained for a minimum two-year period following termination. **TBS Registration:** 003548 **Bank Number:** CPC PPE 832

#### Official Languages Complaints ✓

**Description:** This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. **Class of Individuals:** Employees who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Service). **Purpose:** The purpose of this bank is to support the investigation and resolution of complaints submitted by employees under the Official Languages Act and to retain an audit trail of actions taken. **Consistent Uses:** The records are used to report to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action. **Retention and Disposal Standards:** Under development. **TBS Registration:** 003932 **Bank Number:** CPC PPE 853

#### Parking C 348 ✓

**Description:** This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who have applied for or received CPC parking permits. **Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities. **Consistent Uses:** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators (by the RCMP). The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. **Retention and Disposal Standards:** The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. **TBS Registration:** 001359 **Bank Number:** CPC PPE 817

#### Payroll, Benefits & Attendance ✓

**Description:** This bank contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, employment insurance exemptions), registration forms (for example, staffing forms, group surgical-medical and insurance plan applications), TD1, T4 and other tax deduction information, union dues, health insurance and Canada Pension Plan deductions, savings plan and deposit instructions, rebates, records of fines, suspensions, time cards, absence reports, physicians' certificates and other attendance and leave forms, year-to-date earnings statements and, if applicable, records related to allowances, incentives, perquisites, overpayments, garnishment and termination. Other supporting documentation includes copies of birth certificates, physicians' certificates associated with sick leave, marriage/separation/divorce papers, next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in Comcheq computer systems and in the following Canada Post systems: Head Office Leave and Attendance; the National Overpayment System; Pay System; and Admail Pay System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites, garnishments and termination are also stored in the Employee Personal File, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Revenue Canada and Human Resources Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether attendance or pay or insurance information is required. **Class of Individuals:** All existing and recently terminated Canada Post Corporation employees, as well as Admail workers. **Purpose:** The purpose of this bank is to support the

attendance and leave function and the payment of salaries and financial benefits to employees. **Consistent Uses:** The records are used to provide information necessary for all salary and benefits administration and payroll functions for Canada Post Corporation – for example, to calculate pay, to issue cheques, to make deposits for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments, to collect debts owed the Corporation, and to enforce orders of garnishments); and provide other payroll and attendance data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with Government Services Canada (re: pension administration), with Revenue Canada (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies and group medical insurers. Information is also disclosed to Human Resources Development Canada, notably with regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813). Bank account numbers are used for the reimbursement of employee expense claims. **Retention and Disposal Standards:** Attendance Records are retained for three fiscal years after fiscal year of submission. Annual attendance records and other payroll records are retained for the duration of employment with Canada Post. Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Data in the Head Office Leave and Attendance System is retained for three years. Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. **PAC Number:** 88-007 **TBS Registration:** 002010 **Bank Number:** CPC PPE 815

#### Postal-Related Crimes/Offences

**Description:** This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. This bank also contains the Social Insurance Number, which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. **Class of Individuals:** Canada Post employees, contractors and members of the general

public who are suspected or known to be involved in the above-noted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail.

**Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. **Consistent Uses:** The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. **Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **PAC Number:** 88-007 **TBS Registration:** 001365 **Bank Number:** CPC PPE 824

#### Postmark Awards

**Description:** This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. This bank also contains the social insurance numbers of award winners, as, by law, taxable benefits must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Employees and ex-employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, heritage club involvement and leadership. (Note that: safe driving awards are contained in Fleet Management, CPC PPE 825; long service awards are contained in Heritage Club, CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program, CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File, CPC PPE 802). **Purpose:** To recognize and honour the exceptional achievements of CPC employees. **Consistent Uses:** Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the employee's personal file (CPC PPE 802) or to his or her

Human Resource Information System file (CPC PPE 804).

**Retention and Disposal Standards:** Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated System data, are retained six years after presentation of the award. **TBS Registration:** 003160 **Bank Number:** CPC PPE 850

#### Privacy Act Requests/Complaints ✓

**Description:** This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a Social Insurance Number field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. **Class of Individuals:** Canada Post employees who have submitted formal access, correction and notation requests, or internal requests for advice under the Privacy Act to the Corporate Privacy Co-ordinator or complaints to the Privacy Commissioner; or who are the subject of exceptional third party requests. **Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken.

**Consistent Uses:** The records in it are used to process access, correction and notation requests; to respond to Privacy Commissioner complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. **Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. **TBS Registration:** 001366 **Bank Number:** CPC PPE 828

#### Reliability Checks ✓

**Description:** This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exists in automated form as a data element of the Human Resource Information System, CPC PPE 804. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of

their ready access to mail, cash and other valuable assets. **Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **PAC Number:** 88-007 **TBS Registration:** 001363 **Bank Number:** CPC PPE 822

#### Relocation ✓

**Description:** This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where pre-1993/94 files are concerned. Individuals seeking access to this bank should specify the locations involved and the approximate dates. **Class of Individuals:** Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. **Purpose:** The purpose of this bank is to support the relocation of employees. **Consistent Uses:** The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data. **TBS Registration:** 001358 **Bank Number:** CPC PPE 816

#### Risk Management Claims ✓

**Description:** This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable,

CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Service, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date. **Class of Individuals:** Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE 818). **Purpose:** The purpose of this bank is to support the resolution of Corporation and third party claims. **Consistent Uses:** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. **Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **PAC Number:** 88-007 **TBS Registration:** 001360 **Bank Number:** CPC PPE 819

### Scholarship Program ✓

**Description:** This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. **Class of Individuals:** Children of regular full and part-time employees who have submitted applications. **Purpose:** To support the administration of a scholarship program for the children of Canada Post employees. **Consistent Uses:** Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal

communication purposes. **Retention and Disposal Standards:** Unsuccessful applications are retained for three years after the year of the scholarship award decision. Successful scholarship records are retained for six fiscal years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data. **TBS Registration:** 003157 **Bank Number:** CPC PPE 835

### Security Clearances ✓

**Description:** This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Human Resource Information System, CPC PPE 804. Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. **Purpose:** The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions. **Consistent Uses:** The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File, CPC PPE 802. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. **Retention and Disposal Standards:** Paper records are retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **TBS Registration:** 001362 **Bank Number:** CPC PPE 821

### Special Services ✓

**Description:** This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). **Class of Individuals:** A small percentage of non-unionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. **Purpose:** The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized

employees. **Consistent Uses:** The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802. **Retention and Disposal Standards:** Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed.

**PAC Number:** 88-007 **TBS Registration:** 001355 **Bank Number:** CPC PPE 812

### Staffing and Employment ✓

**Description:** This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, layoff, re-call and eligibility lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, occupational personality profiles, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. A limited number of records may also be retained by the Internal Audit department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. **Class of Individuals:** Employees who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation.

**Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities. **Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC PPE 802; in Payroll, Benefits and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for

competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded.

**PAC Number:** 88-007 **TBS Registration:** 001345 **Bank Number:** CPC PPE 801

### Supervisory Records ✓

**Description:** This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; HRIS print-outs; performance appraisals and awards; accident reports; fitness assessments; attendance, disciplinary and other letters; E-mail print-outs; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; Employee Personal File, CPC PPE 802; Employee Career File, CPC PPE 808; Human Resource Information System, CPC PPE 804; Grievances & Arbitrations, CPC PPE 813; Payroll, Benefits & Attendance, CPC PPE 815; Workers' Compensation Board Claims, CPC PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s). **Class of Individuals:** Current or recently terminated CPC employees on whom supervisors retain files. **Purpose:** To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees. **Consistent Uses:** To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the day-to-day administration of the work unit. **Retention and Disposal Standards:** Under development. **TBS Registration:** 003739 **Bank Number:** CPC PPE 803

### Training ✓

**Description:** This bank contains such records as course applications, authorizations, registrations and evaluations, official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the Human Resource Information System, CPC PPE 804. (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social

Insurance Number where older records are concerned. Individuals seeking access to this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken.

**Class of Individuals:** Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. **Purpose:** The purpose of this bank is to support the training of employees. **Consistent Uses:** The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs; to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802), while information on employees' needs and achievements may be contained in the Human Resource Information System (see CPC PPE 804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board. **Retention and Disposal Standards:** Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. **PAC Number:** 88-007 **TBS Registration:** 001349 **Bank Number:** CPC PPE 805

### Vocational Rehabilitation

**Description:** This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845). **Class of Individuals:** Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. **Purpose:** To support the reintegration of permanently partially disabled employees. **Consistent Uses:** The records in it are used to develop and implement programs for affected employees, to facilitate communications with those concerned with the

employee's case (e.g., treating physicians, medical/nursing consultants, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. **Retention and Disposal Standards:** Records are retained 100 years after the fiscal year of the employee's rehabilitation. **TBS Registration:** 003292 **Bank Number:** CPC PPE 851

### Work Refusals ✓

**Description:** This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources Development Canada safety officers, management-employee interview notes and summaries, Human Resources Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material. Some records exist in automated form in the Work Refusals Database. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work. **Class of Individuals:** All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons. **Purpose:** The purpose of this bank is to ensure and promote a safe workplace. **Consistent Uses:** The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them. **Retention and Disposal Standards:** Under development. **TBS Registration:** 003740 **Bank Number:** CPC PPE 806

### Workers' Compensation Board Claims ✓

**Description:** This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it

can be replaced by a CPC employee numbering system. Individual seeking access to this bank should specify employment location as well as date, location and details of injury or illness. **Class of Individuals:** Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims. **Purpose:** To support Workers' Compensation Board programs. **Consistent Uses:** The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS supports the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide

health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Human Resources Development Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees. **Retention and Disposal Standards:** Paper records are retained for 100 years after the fiscal year of the last injury. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work. **TBS Registration:** 003159 **Bank Number:** CPC PPE 845

## Canadian Centre for Management Development

### Chapter 17

#### Central Banks

##### Departmental Contact Identification System

**Description:** This information bank may contain basic information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. **Class of Individuals:** Financial contacts and departmental training coordinators.

**Purpose:** This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes.

**Consistent Uses:** This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators. **Retention and Disposal Standards:** The files are retained as long as the information is still valid.

**TBS Registration:** 003327 **Bank Number:** CMD PCE 703

#### Particular Banks

##### EXPERTS Data Base

**Description:** This database is designed to give easy access to information on the expertise of the people at CCMD. **Class of Individuals:** All CCMD personnel.

**Purpose:** The Experts Database can be used to identify areas of expertise and associate them with the names of CCMD staff; and to provide a standard set of key words for the expertise and knowledge areas. **Consistent Uses:** This information bank can be used to assist in the

formation of learning networks and project teams and to contribute to the goal of advancing CCMD as a learning organization. **Retention and Disposal Standards:** The database is updated annually and individual records are destroyed when the employee concerned leaves the Centre. **TBS Registration:** 003323 **Bank Number:** CMD PPE 801

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

##### Attendance and Leave

##### Conflict of Interest and Post-Employment Code

##### Discipline

##### Employee Assistance

##### Employee Personnel Record

##### Employment Equity Program

##### Grievances

##### Harassment

##### Identification and Building-Pass Cards

##### Incentive Awards

##### Occupational Safety and Health

##### Official Languages

##### Parking



Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Security Clearances

Staffing  
 Training and Development  
 Travel and Relocation

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## Canadian Centre for Occupational Health and Safety

### Chapter 18

#### Particular Banks

##### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000992 **Bank Number:** OHS PPE 801

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Discipline  
 Employee Assistance  
 Employee Personnel Record  
 Employment Equity Program  
 Grievances  
 Harassment  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Staffing  
 Training and Development  
 Travel and Relocation

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## Canadian Commercial Corporation

### Chapter 19

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
 Conflict of Interest and Post-Employment Code  
 Discipline  
 Employee Assistance  
 Employee Personnel Record  
 Employment Equity Program  
 Grievances  
 Harassment  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Security Clearances  
 Staffing  
 Training and Development  
 Travel and Relocation

# Canadian Cultural Property Export Review Board

## Chapter 20

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

# Canadian Dairy Commission

## Chapter 21

### Particular Banks

#### Employee Personnel Records

**Description:** This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human

Resources Office. The bank is used to provide information for manpower planning and general personnel management. **Class of Individuals:** Employees and former employees of the Commission. **Purpose:** To provide a record of information on employees and former employees relating to their employment with the Commission. **Consistent Uses:** Information may be used for purposes of employment references or group insurance. **Retention and Disposal Standards:** Records of former employees are transferred to the National Archives of Canada two years following termination of employment. **Bank Number:** CDC PPE 801

# Canadian Environmental Assessment Agency

## Chapter 22

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Incentive Awards

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

# Canadian Film Development Corporation

## Chapter 23

### Particular Banks

#### Attendance and Leave 140

**Description:** This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's social insurance number and correspondence about attendance and leave. While the social insurance number is included on these forms to verify the correct identity of individuals, provision of the social insurance number by data subjects is not mandatory. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. The information relates to employees of the Corporation. The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. The information is used to record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. **Bank Number:** CFD PPE 803

#### Employee Personnel Record ✓ 141

**Description:** This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is

information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the Corporation. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation.

**Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. **PAC Number:** 85-001 **TBS Registration:** 000308 **Bank Number:** CFD PPE 801

#### Performance Reviews and Employee Appraisals 143

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. The information relates to employees of the Corporation. The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and

to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. The information is used to support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Bank Number:** CFD PPE 804

### Staffing

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; lay-off lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may

include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) The information relates to employees of the Corporation. **Bank Number:** CFD PPE 802

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

**Conflict of Interest and Post-Employment Code** ✓

**Employment Equity Program** ✓

**Identification and Building-Pass Cards** ✓

**Official Languages** ✓

**Parking** ✓

**Pay and Benefits** ✓

**Training and Development** ✓

**Travel and Relocation** ✓

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## Canadian Heritage

### Chapter 24

### Particular Banks

#### Accounts Payable/Employee Accounts

**Description:** This bank contains authorizations, advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Payable Sub-system. Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. **Class of Individuals:** Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. **Purpose:** The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations. **Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term

relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Public Works and Government Services Canada to facilitate cheque issue. **Retention and Disposal Standards:** The records are retained for six fiscal years following the fiscal year during which the claim was settled. **PAC Number:** 86-001 **Related to PR#:** CH ARO 095 **TBS Registration:** 002162 **Bank Number:** CH PPE 804

#### Career Management

**Description:** This bank contains personal information on employees, specifically career profiles, curriculum vitae, appraisal as well as all other documentation related to employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. **Class of Individuals:** Employees of the Department. **Purpose:** The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. **Consistent Uses:** The information gathered will be used to ensure objectivity in the selection process for employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. **Retention and Disposal Standards:** Records are

destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. **PAC Number:** 86-001  
**TBS Registration:** 002074 **Bank Number:** CH PPE 801

### Security Services Investigation Files ✓

**Description:** This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. **Class of Individuals:** Employees of the Department and contractors dealing with the Department. **Purpose:** The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. **Consistent Uses:** This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as well as for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. **Related to PR#:** CH ARO 095 **TBS Registration:** 002165 **Bank Number:** CH PPE 803

### Workforce Adjustment ✓

**Description:** This bank contains personal information on individuals who are subject to workforce adjustment. The bank consists of questionnaires, reports on interviews, individuals or specific situations assessment reports,

pertinent correspondence, résumés, etc. **Class of Individuals:** Indeterminate employees of the Department. **Purpose:** The purpose of this bank is to record information which should help assess individuals in order to facilitate their redeployment as priority employees of this department. **Consistent Uses:** This information will be used to feed the manual or automated system which is required for the management of the departmental priorities. Part of this information is also provided to Central Agencies. **Retention and Disposal Standards:** To be determined. **TBS Registration:** 003383 **Bank Number:** CH PPE 806

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓  
Conflict of Interest and Post-Employment Code ✓  
Discipline ✓  
Employee Personnel Record ✓  
Employment Equity Program ✓  
Grievances ✓  
Harassment ✓  
Identification and Building-Pass Cards ✓  
Occupational Safety and Health ✓  
Official Languages ✓  
Parking ✓  
Pay and Benefits ✓  
Security Clearances ✓  
Staffing ✓  
Training and Development ✓  
Travel and Relocation ✓  
Vehicle, Ship, Boat and Aircraft Accidents ✓

# Canadian Human Rights Commission

## Chapter 25

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

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## Canadian International Development Agency

### Chapter 26

#### Particular Banks ✓

##### Spousal Employment Assistance Program

**Description:** This inventory focused on the spouses of CIDA employees who might have been posted overseas in developing countries. The information consisted of academic qualifications and experience as well as career intentions. **Class of Individuals:** Spouses of CIDA employees coming from various backgrounds. **Purpose:** It was used to identify suitable candidates in various fields and to present their candidacy to non-governmental agencies working in the Third World. This data bank has not been used or maintained since 1996. **Retention and Disposal Standards:** The information will be disposed according to the retention and disposal standards calendar. **TBS Registration:** 003420 **Bank Number:** IDA PPE 805

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Employee Assistance ✓

Employee Personnel Record ✓

Employment Equity Program ✓

Grievances ✓

Harassment ✓

Official Languages ✓

Parking ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Security Clearances ✓

Staffing ✓

Training and Development ✓

Travel and Relocation ✓

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## Canadian International Trade Tribunal

### Chapter 27

#### Particular Banks

##### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Tribunal employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which

the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002489 **Bank Number:** CTT PPE 801

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Discipline

Employee Personnel Record

Employment Equity Program

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Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

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## Canadian Museum of Civilization

### Chapter 28

#### Particular Banks

##### Vehicle Accidents

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business.

**Class of Individuals:** This bank relates to individuals employed by the CMCC. **Purpose:** To determine liability for such accidents and to approve damage settlements.

**Retention and Disposal Standards:** Two years after the settlement of individual claims, after which the files are destroyed. **PAC Number:** 86-001 **TBS Registration:** 000380 **Bank Number:** CMC PPE 801

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

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Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

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## Canadian Museum of Nature

### Chapter 29

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

## Canadian Polar Commission

### Chapter 30

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

## Canadian Radio-television and Telecommunications Commission

### Chapter 31

#### Particular Banks

Deployments ✓

**Description:** The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills.

**Class of Individuals:** Public servants within and outside the Commission. **Purpose:** The bank would identify potential employees for deployment to jobs within and outside the Commission. **Consistent Uses:** None.

**Retention and Disposal Standards:** Records will be retained for two years and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 003266 **Bank Number:** CRT PPE 805

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Conflict of Interest and Post-Employment Code ✓

Discipline ✓

Employee Personnel Record ✓

Employment Equity Program ✓

Grievances ✓

Harassment ✓

Identification and Building-Pass Cards ✓

Occupational Safety and Health ✓

Official Languages ✓

Parking ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Reliability Checks ✓

Security Clearances ✓

Staffing ✓

Training and Development ✓

Travel and Relocation ✓

Vehicle, Ship, Boat and Aircraft Accidents ✓

## Canadian Security Intelligence Service

### Chapter 32

#### Particular Banks

Classification Redress 1493 ✓

**Description:** This banks contains CSIS positions classification redress requests, acknowledgement letters, Redress Committee reports, decision notification

memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest. **Class of Individuals:** CSIS employees. **Purpose:** The purpose of this bank is to



facilitate access to personal information obtained or prepared in the course of resolving a redress request.

**Consistent Uses:** Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes. **Retention and Disposal Standards:** Records are destroyed five years after the most recent administrative activity in relation to an individual case. **TBS Registration:** 003631 **Bank Number:** SIS PPE 830

### Conduct and Discipline ✓

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of CSIS, other than persons attached or seconded to the Service. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions. **Consistent Uses:** To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Two years following the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. **TBS Registration:** 002144 **Bank Number:** SIS PPE 817

### Conflict of Interest ✓

**Description:** This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties; (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential

or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee. **Consistent Uses:** To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes. **Retention and Disposal Standards:** Retained by CSIS for the duration of employment plus two years after which the records are destroyed. **TBS Registration:** 003299 **Bank Number:** SIS PPE 826

### CSIS Personnel Services ✓

**Description:** This bank contains personnel characteristics, including age and gender, social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals based on medical competency; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks. **Class of Individuals:** CSIS

employees and some job applicants (i.e. regarding official languages matters). **Purpose:** To facilitate the CSIS administrative and operational human resources program. **Consistent Uses:** Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health evaluations, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained for a period of five years and then destroyed. **TBS Registration:** 003784 **Bank Number:** SIS PPE 808

#### Employee Assistance

**Description:** This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP)

including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from, a health professional or rehabilitation agency; and some medical interpretations concerning an employee's work capability or limitations.

**Class of Individuals:** Employees, retired employees, their spouses and immediate family members. **Purpose:** The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program, and to determine the need for employee assistance, counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed two years after the date of the most recent reference to employee assistance. **PAC Number:** 86-001 **TBS Registration:** 002147 **Bank Number:** SIS PPE 820

#### Employee Security (formerly Security Clearances)

**Description:** This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. **Class of Individuals:** Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures.

**Consistent Uses:** To support decisions on transfers, promotions, discipline, and continuation/termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained until the individual is no longer employed by CSIS, then the information is

✓ EAP 1497

destroyed after ten years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed. **TBS Registration:** 002142 **Bank Number:** SIS PPE 815

#### Employees' Association ✓

**Description:** This bank contains information on employees who have requested assistance from the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances and/or disciplinary actions. **Class of Individuals:** All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre. **Purpose:** The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action. **Consistent Uses:** Only for administration with the Employees' Association.

**Retention and Disposal Standards:** As a requirement of the Privacy Regulations, information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned. **PAC Number:** 96-012 **TBS Registration:** 003970 **Bank Number:** SIS PPE 831

#### Employment Equity and Multiculturalism Programs

**Description:** The bank contains personal information on employees and their interest in future participation in employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. **Class of Individuals:** Employees of the Service. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in CSIS. Data are collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Privacy Act. **Consistent Uses:** The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in

and are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** Individual employment equity records are generally retained for two years, then destroyed. **TBS Registration:** 002133 **Bank Number:** SIS PPE 824

#### Grievances and Adjudications ✓ 1501

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to grievances and adjudications are retained for five years after a final resolution of the matter has occurred, then destroyed. **TBS Registration:** 002143 **Bank Number:** SIS PPE 816

#### Harassment and Discrimination in the Workplace ✓

**Description:** This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817) **Class of Individuals:** Employees of CSIS **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation. **Consistent Uses:** To support decisions resulting from the investigation and analysis of complaint. **Retention and Disposal Standards:** Records are destroyed two years after the most recent administrative activity in relation to an individual case. **TBS Registration:** 003298 **Bank Number:** SIS PPE 825

## Health Services

*CEFL 1503*

**Description:** This bank contains psychological assessments, occupational health evaluations and medical records, reports, forms and related correspondence dealing with injuries and medical conditions, including information on the medical condition of the employee's immediate families or immediate relatives, that may affect an employee's service. Please note that disclosure of psychological and polygraph tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests. **Class of Individuals:** CSIS employees and their immediate families or relatives. **Purpose:** To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their physical and mental health; to make recommendations regarding staffing or posting where their mental or physical condition is a determining factor; entitlement to sick leave; and eligibility for insurance coverage.

**Consistent Uses:** Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or to physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for research, audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **TBS Registration:** 003300 **Bank Number:** SIS PPE 827

## Honours/Incentive Awards

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**Description:** This bank includes information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award or the Sir William Stephenson Award. **Class of Individuals:** CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee

Recognition Awards, and individuals who have applied for the Sir William Stephenson Award. **Purpose:** To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award.

**Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** CSIS Employee Recognition Awards records are retained for six years and then reviewed for transfer to National Archives. Other awards records are treated similarly after three years. However, rejected suggestions and nominations are destroyed two years after the last administrative action. **PAC Number:** 86-001 **TBS Registration:** 002152 **Bank Number:** SIS PPE 822

## Occupational Safety and Health

*CEFL 1505*

**Description:** This bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by CSIS in the appropriate responsibility centre. First Aid Treatment records are also retained by CSIS in accordance with Treasury Board policy. Information in this bank includes complaints brought before the Occupational Safety and Health Committee, its findings, recommendations and related correspondence. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling the matter. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. **Consistent Uses:** To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that

individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records related to accidents or occupational injuries and illnesses are retained for 10 years and then destroyed, provided Human Resources Development Canada have a copy of the record. Records relative to an individual accident may be attached to the Employee Personnel Record the retention of which is subject to the disposal criteria set out for that bank. **TBS Registration:** 002140 **Bank Number:** SIS PPE 813

### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds (N.B. Earning and superannuation records are attached to the Employee Personnel Record). **Class of Individuals:** Employees of CSIS **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment, or Pension Diversion Act. Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed two years after expiry of fiscal year, or general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in

force. **TBS Registration:** 002130 **Bank Number:** SIS PPE 823

### Staffing

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing; eligibility lists; offers of employment; notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of CSIS. **Purpose:** The bank provides a record of the information used in staffing positions in CSIS. **Consistent Uses:** To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. **TBS Registration:** 002136 **Bank Number:** SIS PPE 809

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in

the Education Subsidization Program. It also contains the social insurance number of grandfathered (regular, special and civilian) employees to register these employees on courses offered by the Canadian Centre for Management Development. This bank includes personal data relating to employee development programs and transfer programs such as the Leave Without Pay for Educational Reasons. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada. **TBS Registration:** 002138 **Bank Number:** SIS PPE 811

#### Travel and Relocation

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel,

relocation or postings of employees. **Class of Individuals:** Employees of CSIS. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002146 **Bank Number:** SIS PPE 819

#### Vehicle, Ship, Boat and Aircraft Accidents

**Description:** This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. **Class of Individuals:** Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. **Purpose:** The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Two years after the settlement of individual claims. National Archives of Canada must be consulted before disposing of this information. **TBS Registration:** 002141 **Bank Number:** SIS PPE 814

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Parking

## Canadian Space Agency

### Chapter 33

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave <sup>1536</sup>

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

## Canadian Transportation Agency

### Chapter 34

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave <sup>427</sup>

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

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Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

## Canadian Wheat Board

### Chapter 35

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Pay and Benefits

# Citizenship and Immigration

## Chapter 36

### Particular Banks

#### Career assignment / secondment inventory *X*

**Description:** This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available. **Class of Individuals:** Employees in CIC. **Purpose:** The information in this bank will be used for referrals for assignments or secondments by user managers. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services. **Retention and Disposal Standards:** The retention period is five years. **TBS Registration:** 002006 **Bank Number:** CIC PPE 802

#### Employee Assistance *X*

**Description:** This bank contains information pertaining to a voluntary confidential counselling service offered to Citizenship and Immigration Canada employees. Employees requiring counselling contact directly the consultant whose services have been retained by Citizenship and Immigration Canada for the purpose of the Employee Assistance Program (EAP). Records relating to the counselling session are maintained with the consultant and not held at Citizenship and Immigration Canada in order to guarantee the confidentiality of the consultation. **Class of Individuals:** Citizenship and Immigration Canada employees. **Purpose:** The purpose of this bank is to: a) record information necessary for the administration of the EAP; b) determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs; c) ensure continuity of service to employees. **Consistent Uses:** To support decisions regarding employee assistance measures; to undertake a systematic evaluation of the EAP and provide statistical reports to Citizenship and Immigration Canada in a format that ensures the confidentiality of the individuals who have requested the service. **Retention and Disposal**

**Standards:** Records relating to counselling sessions of employees are kept by the consultant for two years following the date of the last counselling session. The records are then destroyed by the consultant in a manner to ensure that confidentiality is not breached. Upon termination of the contract, records containing personal information with respect to Citizenship and Immigration Canada employees will be transferred to the new EAP provider, or other designated professional, with the employee's written consent. **TBS Registration:** 003324 **Bank Number:** CIC PPE 801

#### Human Resources Planning Information Program (HRPIP) *X*

**Description:** This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on CIC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, scholarship, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed) **Note:** Pending conversion to the PeopleSoft system planned for 31 March 1998, no new data has been added and no existing data has been changed in the Human Resources Planning Information Program since April 1, 1997. **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time. **Purpose:** To assist managers in the preparation of their Human Resources Plans. **Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management



reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). **Retention and Disposal Standards:** Retained for a minimum of two years following last action. **TBS Registration:** 003331 **Bank Number:** CIC PPE 812

### Occupational Safety and Health

**Description:** The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation report, which are retained by institutions in the appropriate responsibility centre and fitness and lifestyle evaluations. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Service Branch, Health Canada under medical confidential status. Environmental surveys, fitness and lifestyle surveys, are also retained by the institution. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue

to work under controlled conditions. Information is shared with Health Canada HCan PCE 701. **Retention and Disposal Standards:** Retained for five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Human Resources Development Canada and Health Canada are retained for the periods specified in the relevant bank descriptions. **Related to PR#:** NHW PCE 701 **TBS Registration:** 003330 **Bank Number:** CIC PPE 811

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## Copyright Board Canada

### Chapter 37

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## Correctional Investigator Canada, The

### Chapter 38

Note: Information on the employees of The Correctional Investigator Canada is held by the Department of the Solicitor General.

## Correctional Service of Canada

### Chapter 39

#### Particular Banks

##### Awards and Honours 404

**Description:** This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations.

**Class of Individuals:** Employees of the Correctional Service of Canada. **Purpose:** To identify individuals who have been nominated for or have received awards and/or decorations. **Consistent Uses:** Law enforcement agencies, Provincial Authorities. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. Files affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations/are destroyed 2 years after last administrative use. **PAC Number:** 78-001 **TBS Registration:** 004033 **Bank Number:** CSC PPE 801

##### Tuberculosis Assessment Records ✓

**Description:** This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse.

**Class of Individuals:** Past and present employees of the CSC. **Purpose:** The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making. **Consistent Uses:** Information may be used internally for program management purposes and

for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health.

**Retention and Disposal Standards:** Records are retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed. **TBS Registration:** 003906 **Bank Number:** CSC PPE 806

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## Defence Construction Canada

### Chapter 40

#### Particular Banks

##### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000693 **Bank Number:** DCC PPE 801

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## Department of Finance Canada

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# Department of Justice Canada

## Chapter 42

### Particular Banks

#### 360 Degrees Reference Checks 916

**Description:** This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled in by the superiors, peers and subordinates of the candidates. **Class of Individuals:** Individuals who have applied for senior positions within the Department of Justice. **Purpose:** The information is used to select candidates. **Retention and Disposal Standards:** Material is retained for two years after the last administrative action on file. **TBS Registration:** 003996 **Bank Number:** JUS PPE 807

#### Business Resumption Plan

**Description:** This bank contains departmental employee addresses and phone numbers, Sector emergency plans, and Business Impact Analysis studies. Other records indicate teams plans, generic emergency plans and common procedures. **Class of Individuals:** Departmental employees. **Purpose:** The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department. **Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted. **TBS Registration:** 003917 **Bank Number:** JUS PPE 806

#### Career Management

**Description:** This Bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. **Class of Individuals:** Departmental lawyers who occupy positions at levels LA-2B and above. **Purpose:** The information is gathered to facilitate human resource planning and career planning. **Consistent Uses:** The information is used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. **PAC Number:** 85-001 **TBS Registration:** 003491 **Bank Number:** JUS PPE 801

#### Garnishment Registry

**Description:** This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt, that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information. **Class of Individuals:** Employees who are in default of a commercial or family support financial obligation. **Purpose:** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** Records are retained for a period of 21 years. **TBS Registration:** 003511 **Bank Number:** JUS PPE 804

#### Inventory of Language Capabilities

**Description:** This bank contains the name, Section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English. **Class of Individuals:** Employees of the Department of Justice who agreed to have their name included in the inventory. **Purpose:** To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad). **Retention and Disposal Standards:** Records are updated yearly, at which time the names of employees who have left the Department are deleted. **TBS Registration:** 003678 **Bank Number:** JUS PPE 805

#### Salary Management System

**Description:** The Salary Management System is a databank containing personal information for each employee employed by the Department of Justice. The databank contains data on each position within the Department. The data describes for each employee the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector. **Class of Individuals:** Departmental employees. **Purpose:** The Salary Management System is a forecasting tool to assist managers manage their salary and FTE (full time equivalent) resources for the current fiscal year. **Retention and Disposal Standards:** Data is in accordance with the General Retention Disposal Schedules of the Government of Canada. **TBS Registration:** 003510 **Bank Number:** JUS PPE 803

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## Environment Canada

### Chapter 43

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## Export Development Corporation

### Chapter 44

## Particular Banks

Conflict of Interest ✓ 609

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Current and former employees who are involved in potential or actual conflicts of interest. **Purpose:** To support the implementation of the Corporate Policy on Standards of Conduct. **Consistent Uses:** To help determine whether a conflict of interest exists and, if so,

to find a means of resolving the conflict of interest situation. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **TBS Registration:** 000160 **Bank Number:** EDC PPE 810

Employee Career File 609 ✓

**Description:** This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary,

promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System.

**Class of Individuals:** Current and former employees.

**Purpose:** To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment.

**Consistent Uses:** To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. **Retention and Disposal Standards:** Retained for duration of employment.

Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 70, or until one year after death, provided two years have elapsed since the last administrative action. It may also be retained permanently if judged to be of historical value.

**TBS Registration:** 000151 **Bank Number:** EDC PPE 801

#### Employee Personal File 610 ✓

**Description:** This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. **Consistent Uses:** To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier for employment, superannuation, pay and benefits purposes, and is provided along with other information to Revenue Canada for income tax purposes, to Supply and Services Canada for superannuation purposes, to Health

and Welfare Canada for pension purposes, to the Public Service Commission and other government institutions for facilitating continuation of employment, to provincial governments for income tax and medicare purposes, and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. **Retention and Disposal Standards:** Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 70, or until one year after death provided two years have elapsed since the last administrative action. They may also be retained permanently if judged to be of historical value. **TBS Registration:** 000152 **Bank Number:** EDC PPE 802

#### Identification and Building-Pass Cards 611 ✓

**Description:** This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. **Class of Individuals:** Current and former employees. **Purpose:** To issue identification and building-pass cards. **Retention and Disposal Standards:** Two years after expiry of identification and building-pass cards, after which the records are destroyed. **TBS Registration:** 000161 **Bank Number:** EDC PPE 809

#### Occupational Health and Safety 612 ✓

**Description:** This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada. **Class of Individuals:** Current and former employees. **Purpose:** To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program. **Consistent Uses:** To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities

are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada. **Retention and Disposal Standards:** Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description. **TBS Registration:** 000156 **Bank Number:** EDC PPE 806

#### Official Languages 613 ✓

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees. **Consistent Uses:** To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. **Retention and Disposal Standards:** Two years following the date of last documentation, after which the records are destroyed. **TBS Registration:** 000155 **Bank Number:** EDC PPE 805

#### Parking 614 ✓

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems. **Class of Individuals:** Current and former employees who have applied for parking permits. **Purpose:** To support the administration of parking privileges. **Consistent Uses:** To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. **Retention and Disposal Standards:** Two years after the permit expires, after which the records are

destroyed. **TBS Registration:** 000159 **Bank Number:** EDC PPE 808

#### Security Clearances 615 ✓

**Description:** This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). **Class of Individuals:** Current and former employees. **Purpose:** To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. **Consistent Uses:** To support decisions on staffing, transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. **TBS Registration:** 000157 **Bank Number:** EDC PPE 807

#### Staffing 616 ✓

**Description:** This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. **Class of Individuals:** Employee applicants. **Purpose:** To select candidates and staff positions. **Retention and Disposal Standards:** Records are retained for two years after staffing action has been completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. **TBS Registration:** 000153 **Bank Number:** EDC PPE 803

#### Training and Development 617 ✓

**Description:** This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by non-government organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee

Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. **Class of Individuals:** Current and former employees. **Purpose:** To approve and record the participation of employees in training and development activities. **Consistent Uses:** To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees.

**Retention and Disposal Standards:** Two years after completion of the particular training and development undertaken by an employee, after which the records are destroyed. **TBS Registration:** 000154 **Bank Number:** EDC PPE 804

### Travel and Relocation 618 C ✓

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. It relates to current and former employees. The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **PAC Number:** 85-001 **Bank Number:** EDC PPE 811 TBS ✓

## Farm Credit Corporation Canada

### Chapter 45

### Particular Banks C 681

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001626 **Bank Number:** FCC PPE 801

#### Employment Equity Program C 682

**Description:** This bank contains information on target group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of native origin, if they have a continuing or permanent physical disability, or form part of a visible minority group.

**Purpose:** This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by target group status (i.e. women, aboriginal people, physically or mentally disabled persons and visible minority groups). This information is used to compile a profile of employees and to compare the situation of target group members with non-target group members, within FCC and with their counterparts in the general labour market. The employee number may be used to link

information in this bank with that in another bank containing employee information (i.e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systematic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are yet to be established, but these records will be retained for a period of at least three years after the year in respect of which a report is made. **PAC Number:** 85-001 **TBS Registration:** 002803 **Bank Number:** FCC PPE 802

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## Federal Office of Regional Development (Quebec)

### Chapter 46

#### Particular Banks

##### Assignment Program 716

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:** Federal government and FORD(Q)'s employees who have requested a department assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy and to register the agreements. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **TBS Registration:** 003888 **Bank Number:** FRQ PPE 815 ✓

##### Interdepartmental Secondment 717

**Description:** This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. **Class of Individuals:** Employees on secondments with FORD(Q) and other Departments. **Purpose:** To monitor and to ensure that all facts on the agreement are respected. **Retention and Disposal Standards:** This information is kept for three years after completion on secondment agreement. **TBS Registration:** 003223 **Bank Number:** FRQ PPE 805 ✓

##### Request for Transfer File 718

**Description:** The bank contains transfer requests from individuals from within FORD(Q) and outside departments. Records may contain personal résumés which may

include age, sex, education levels and social insurance number. Performance appraisals may also be included.

**Class of Individuals:** Employees of FORD(Q) and outside departments. **Purpose:** To provide a record of information used in staffing positions in a government institution.

**Retention and Disposal Standards:** Records are kept for a period of two years after which they are destroyed.

**TBS Registration:** 003224 **Bank Number:** FRQ PPE 810 ✓

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## Fisheries and Oceans Canada

### Chapter 47

#### Particular Banks

##### Attendance and Leave 464

**Description:** The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. **Class of Individuals:** The information relates to departmental employees. **Purpose:** The information is obtained for the administration of employee attendance

and leave. **Consistent Uses:** Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.

**Retention and Disposal Standards:** The records are destroyed one year after expiry of fiscal year. **PAC Number:** 85-001 **TBS Registration:** 000628 **Bank Number:** DFO PPE 805

## Harbour Managers ✓ 485 + 486 ✓

**Description:** Contains information on Harbour Managers appointed by the Minister, as to date of appointment (and cancellation) and remuneration for services performed.

Note: With the exception of 39 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour and the extent of other related duties. Contains information on Harbour Managers appointed by the Minister. File on each Harbour Manager contains information as to name, address, phone number, identification number and badge number. Harbour Managers may also be appointed by the Minister in accordance with the Fishing and Recreational Harbours Act. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada. **Class of**

**Individuals:** Harbour Managers **Purpose:** Provide on-site management, collect revenue and enforce the Act and Regulations. **Consistent Uses:** The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying berthing or other services. **Retention and Disposal Standards:** Is determined with departmental records management and National Archives of Canada. **PAC Number:** 85-001 **TBS Registration:** 000640 **Bank Number:** DFO PPE 801

## National Priority Clearance and Liaison Service ✓ 487

**Description:** This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined. **Class of Individuals:** It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. **Purpose:** This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. **Retention and Disposal Standards:** Records are retained for three years in the department. **TBS Registration:** 003625 **Bank Number:** DFO PPE 802

## Performance Reviews and Employee Appraisals ✓ 489D ✓ 488

**Description:** Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development.

**Class of Individuals:** All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). **Purpose:** As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. **Consistent Uses:** Determination of annual salary and identification of training and development needs. **Retention and Disposal Standards:** Files are destroyed once employees terminate employment with the Department. **PAC Number:** 85-001 **TBS Registration:** 000635 **Bank Number:** DFO PPE 807

## Staffing (II) ✓

**Description:** This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. **Class of Individuals:** Applicants competing or being given consideration for a position. **Purpose:** The purpose of this bank is to assess applicants for positions. **Consistent Uses:** Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation. **Retention and Disposal Standards:** Records are retained for three years in department. **PAC Number:** 85-001 **TBS Registration:** 001742 **Bank Number:** DFO PPE 804

## Staffing and Employment Transition – Executive Group (I) ✓ 491

**Description:** Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5). **Class of Individuals:** Employees at the EX levels; applicants from feeder groups competing or being given consideration for a position. **Purpose:** When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes. **Consistent Uses:** Information used during competitive process. **Retention and Disposal Standards:** Records are retained for three years. **PAC Number:** 85-001 **TBS Registration:** 000627 **Bank Number:** DFO PPE 803

## Training and Development ✓

**Description:** Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training – expenditure, and training – human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. **Class of Individuals:** Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. **Purpose:** To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee. **Consistent Uses:** To register employees on courses and maintain a record of courses

taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning employee training taken and planned training activities. **Retention and Disposal Standards:** Training forms retained until the end of the year and then sent to registry. **PAC Number:** 85-001 **TBS Registration:** 000630 **Bank Number:** DFO PPE 806

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Conflict of Interest and Post-Employment Code ✓

### Employee Personnel Record

### Employment Equity Program 495 ✓

### Grievances ✓

### Identification and Building-Pass Cards 497 ✓

### Occupational Safety and Health 500

### Official Languages 501

### Parking 502

### Pay and Benefits 503 ✓

### Security Clearances 504 ✓

### Travel and Relocation 505 ✓

### Vehicle, Ship, Boat and Aircraft Accidents 506 ✓

# Foreign Affairs and International Trade Canada

## Chapter 48

### Central Banks

#### Personnel Administration: Non-Foreign Affairs

##### Appointments

**Description:** The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. **Class of Individuals:** Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad.

**Purpose:** The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. **Retention and Disposal Standards:** Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. **TBS Registration:** 000350 **Bank Number:** EAC PCE 701

### Particular Banks

In 1990, the Department commenced the development of a comprehensive electronic database of personal information banks related to both non-rotational and rotational departmental personnel. The system, known as INFONNEL (Information/Personnel), is to incorporate existing data banks into one system but continue to limit access to specific data on a need-to-know basis. The integrated database is required for efficient administration particularly of the rotational service. Affected banks, as they apply to rotational personnel, are EAC PPE 802, EAC PPE 803, EAC PPE 804, EAC PPE 805, EAC PPE 806, EAC PPU 045, Standard Banks EAC PSE 901, PSE 902, PSE-903, PSE 904, PSE 910, PSE 911, PSE 913, PSE 915; the label «INFONNEL» follows the individual bank title.

#### Department of Foreign Affairs and International Trade: Security and Personal Safety of Employees

**Description:** This bank contains detailed information concerning each Canadian mission abroad, including

records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. **Class of Individuals:** Canadian government employees who have been assigned to a Canadian mission abroad. **Purpose:** The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. **Retention and Disposal Standards:** These records are retained indefinitely. **TBS Registration:** 000352 **Bank Number:** EAC PPE 802

### Employment Equity Program

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems.

Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records.

**Class of Individuals:** Departmental employees. **Purpose:** This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank

are to be established. **TBS Registration:** 000370 **Bank Number:** EAC PPE 805

### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual.

**Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **TBS Registration:** 000358 **Bank Number:** EAC PPE 803

### Performance Reviews and Employee Appraisals

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation.

**Consistent Uses:** To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. **TBS Registration:** 000364 **Bank Number:** EAC PPE 804

### Personnel Administration – Locally-Engaged Staff

**Description:** The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training and travel of locally-engaged staff at Canadian missions abroad. **Class of Individuals:** Individuals who have been employed as locally-engaged staff at Canadian missions abroad. **Purpose:** The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located. **Retention and Disposal Standards:** Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in accordance with normal departmental policy for personnel records. **TBS Registration:** 000351 **Bank Number:** EAC PPE 801

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** The bank concerns employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** It is used to approve and register the

participation of employees in training and development activities and to certify the achievements of employees.

**Retention and Disposal Standards:** Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. **TBS Registration:** 002507 **Bank Number:** EAC PPE 806

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Security Clearances

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

## Freshwater Fish Marketing Corporation

### Chapter 49

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave 751

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards 740

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

# Great Lakes Pilotage Authority Canada

## Chapter 50

### Particular Banks

#### Employee Personnel Files ✓

**Description:** These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. **Retention and Disposal Standards:** The retention period is seven years. Access to these files will require a name and address. **TBS Registration:** 002998 **Bank Number:** GLP PPE 805

#### Order-In-Council Appointments

**Description:** Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims. **Purpose:** Information is used in the completion of travel documentation and for remuneration of members.

**Retention and Disposal Standards:** Files are retained of seven years. **TBS Registration:** 002999 **Bank Number:** GLP PPE 810

#### Register of Pilots

**Description:** The purpose of this bank is to retain a register of employee certificates and qualifications for employee pilots required under the Pilotage Act. It contains information on physical characteristics, licences, certificates, and pilots' accidents and incidents. Files are retained indefinitely. **Bank Number:** GLP PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Employee Personnel Record ✓

#### Pay and Benefits ✓

# Hazardous Materials Information Review Commission

## Chapter 51

### Particular Banks

#### Managerial and Confidential Exclusions

**Description:** This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. **Class of Individuals:** Employees of the Hazardous Materials Information Review Commission. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status. **Retention and Disposal Standards:** Notice of acceptance or objection is retained for three years and exclusion files for five years. **TBS Registration:** 002881 **Bank Number:** HMI PPE 805

#### Person-Year Utilization System

**Description:** This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System. **Class of Individuals:** The information relates to employees of the Commission. **Purpose:** The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual

reporting to Treasury Board. **Retention and Disposal Standards:** These files are retained for two years. **TBS Registration:** 002883 **Bank Number:** HMI PPE 810

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Attendance and Leave

#### Conflict of Interest and Post-Employment Code

#### Employee Personnel Record

#### Identification and Building-Pass Cards

#### Occupational Safety and Health

#### Official Languages

#### Parking

#### Pay and Benefits

#### Performance Reviews and Employee Appraisals

#### Reliability Checks

#### Security Clearances

#### Staffing

#### Training and Development

#### Travel and Relocation

# Health Canada

## Chapter 52

### Central Banks

#### Health Unit Files ✓

**Description:** This bank contains some or all of the following types of information: emergency treatment, return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701. **Retention and Disposal Standards:** Records are retained until the employee reaches age 75, or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 77437/607107 **TBS Registration:** 002747 **Bank Number:** HCan PCE 703

#### Medical Records ✓

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants and prospective public servants. **Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. **Retention and Disposal Standards:** Records are retained until the employee reaches age 75 or if 70 years of age or over, they are retained five years after the last examination. Upon expiry of the retention period, some of

these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 577437/638944/607107 **TBS Registration:** 002745 **Bank Number:** HCan PCE 701

#### Public Service Health Medical Review Board Files ✓

**Description:** This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. **Class of Individuals:** Federal public servants. **Purpose:** The purpose of this bank is to maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Review Board. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701 **Retention and Disposal Standards:** Records are retained until the employee reaches 75 or if 70 years of age or over, they are retained 5 years after the last examination. Upon expiry of the retention period, some of these records will then be preserved and the remainder destroyed. **PAC Number:** 577437/607107 **TBS Registration:** 002746 **Bank Number:** HCan PCE 702

### Particular Banks ✓

#### Departmental Complaints File (Employees)

**Description:** Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. **Class of Individuals:** Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. **Purpose:** Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The files are kept for two years after the last use for an administrative purpose and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002748 **Bank Number:** HCan PPE 801

#### Garnishment ✓

**Description:** The bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. **Class of Individuals:** Departmental

employees and departmental contractors engaged as an individual under contract for services. **Purpose:** The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure that the Department responds to Court Orders within the time limits specified in the legislation. **Consistent Uses:** It enables execution of orders of garnishment, attachment or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** The records are retained for two years after the expiry of the fiscal year or last use for an administrative purpose, whichever is later. **PAC Number:** 86-001 **TBS Registration:** 002787 **Bank Number:** HCan PPE 803

#### Incentive Awards ✓

**Description:** The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of Public Service operations and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Public servants who have been nominated for awards under the federal government's Incentive Awards Plan. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Individual awards funded by the institution are maintained for 6 years. Files affecting precedence must be transferred to the control of the PAC upon expiry of the retention period. **PAC Number:** 86-001 **TBS Registration:** 002914 **Bank Number:** HCan PPE 810

#### Management Development Program ✓

**Description:** This bank contains the name, home and mailing address, telephone number, employee group and level, Social Insurance Number or Personal Record Indicator, educational background, career plans, Employment Equity information, rationale of sponsoring managers nominating applicants, performance appraisals and/or attestations of performance, assessment centre, evaluation results, results of interviews and recommendations of the HPB Selection and Advisory Committee (BSAC) for participation in the Management Development Program and Assignments. **Class of Individuals:** All employees of Health Protection Branch aspiring in the mid to short term to positions in the EX group. **Purpose:** Selection of participants for the Management Development Program. **Consistent Uses:** The information gathered in this bank is used only for the assessment of candidates by the Selection Committee(s). **Retention and Disposal Standards:** Retention for a minimum of two years from the date applicants have

been informed of selection results. Files are then destroyed. **TBS Registration:** 003667 **Bank Number:** HCan PPE 815

#### Managerial and Confidential Exclusions Records ✓

**Description:** Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. **Class of Individuals:** Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. **Purpose:** The purpose of this information bank is to record data on employees excluded from collective bargaining. **Consistent Uses:** The use is consistent with the purpose indicated in part 5. **Retention and Disposal Standards:** The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002900 **Bank Number:** HCan PPE 802

#### Person-Year Accounting and Control System (PYAC) ✓

**Description:** This bank contains person-year utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. **Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5. **Retention and Disposal Standards:** The records are retained for six years and are then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002749 **Bank Number:** HCan PPE 804

#### Priority Referral and Clearance Centre Files ✓

**Description:** This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. **Class of Individuals:** Employees of the institution and persons who have been laid off by the institution. **Purpose:** This bank was created in accordance with sections 29, 30 and 37 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide information relating to employees with an administrative or statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. **Consistent Uses:** Use of the bank is consistent with the purpose specified in part 5. **Retention and Disposal Standards:** Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely. **PAC Number:** 86-001 **TBS Registration:** 002901 **Bank Number:** HCan PPE 805



## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Conflict of Interest and Post-Employment Code ✓

Discipline ✓

Employee Assistance ✓

Employee Personnel Record ✓

Employment Equity Program ✓

Grievances ✓

Harassment ✓

Identification and Building-Pass Cards ✓

Incentive Awards D A 1 ✓

Occupational Safety and Health ✓

Official Languages ✓

Parking ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Reliability Checks ✓

Security Clearances ✓

Staffing ✓

Training and Development ✓

Travel and Relocation ✓

## Historic Sites and Monuments Board of Canada

### Chapter 53

Please note: Information on the employees of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage.

## Human Resources Development Canada

### Chapter 54

### Central Banks

#### Government Employees Compensation Records

**Description:** Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. **Class of Individuals:** Federal and Crown corporation employees. Proof of identification may be required before access is granted. **Purpose:** The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act. **Consistent Uses:** The files are used to establish validity of claims and to determine workers' compensation entitlement. **Retention and Disposal Standards:** Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. **PAC Number:** 69-089, Amend. 1 **TBS Registration:** 000457 **Bank Number:** HRDC PCE 701

#### Pilot Project in Disability Management

**Description:** Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by

the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual. **Class of Individuals:** Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration. **Purpose:** The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness. **Consistent Uses:** Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project. **Retention and Disposal Standards:** Information will be retained for no less than two years after the last activity relating to the employee's return to work. **Related to PR#:** HRDC MSC 025 **TBS Registration:** 003410 **Bank Number:** HRDC PCE 705

## Particular Banks

### Career Planning and Review Inventory

**Description:** This bank may include the following documents: two or more of the most recent evaluations, the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available. **Class of Individuals:** Employees in HRDC. **Purpose:** The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. **Consistent Uses:** The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. **Retention and Disposal Standards:** The retention period is five years for managers. **Contact:** Director, Operations Services Division – Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. **TBS Registration:** 002006 **Bank Number:** HRDC PPE 802

### Human Resources Planning Information Program (HRPIP)

**Description:** This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees

identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). **Class of Individuals:** Employees of the institution whether indeterminate, term, casual, full-time or part-time. **Purpose:** To assist managers in the preparation of their Human Resources Plans. **Consistent Uses:** To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced by HRDC's new Human Resources Employee Identification Number System. **Retention and Disposal Standards:** Retained for a minimum of two years following last action. **TBS Registration:** 003331 **Bank Number:** HRDC PPE 812

### Income Security Programs Branch Employee Profile Questionnaire (I.S.P.)

**Description:** The bank includes information on public servants of the Income Security Programs Branch, containing their name, classification (group & level), first official language and education. **Class of Individuals:** Employees of the Income Security Programs Branch of Human Resources Development Canada. **Purpose:** To identify training needs, in order to plan for appropriate employee training in the future. **Consistent Uses:** Human resource planning. **Retention and Disposal Standards:** Retained for two years after the subject person leaves ISPB, at which time records are destroyed. **Note:** This bank will no longer exist in 1995-1996. **PAC Number:** 86-001 **TBS Registration:** 003121 **Bank Number:** HRDC PPE 815

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

**Attendance and Leave**

**Conflict of Interest and Post-Employment Code**

**Discipline**

**Employee Assistance**

**Employee Personnel Record**

**Employment Equity Program**

**Grievances**

**Harassment**

**Identification and Building-Pass Cards**

**Occupational Safety and Health**

**Official Languages**

**Parking**

Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Security Clearances

Staffing  
 Training and Development  
 Travel and Relocation

# Immigration and Refugee Board

## Chapter 55

### Particular Banks # ADD 1+2 ✓

#### Automated Property Access Security – Toronto Front Office

*Description:* This bank contains information relating to the use of individual identification access numbers. **Class of Individuals:** Employees in the Toronto Front Office only. **Purpose:** The purpose of this bank is to provide a record of the access to Board property. **Consistent Uses:** The information in this bank would be used in the event of a breach in Board security. **Retention and Disposal Standards:** The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS Registration:** 003177 **Bank Number:** IRB PPE 804

#### Automated Property Access Security – Toronto University Office

*Description:* This bank contains information relating to the use of individual identification access cards. **Class of Individuals:** Employees in the Toronto University Office only. **Purpose:** The purpose of this bank is to provide a record of the access to Board property. **Consistent Uses:** The information in this bank would be used in the event of a breach in Board security. **Retention and Disposal Standards:** The information is retained indefinitely. In the event that any information is used for an administrative purpose the information used would be retained for two years after the last administrative action and then deleted. **TBS Registration:** 003178 **Bank Number:** IRB PPE 805

#### Employee Assistance

*Description:* The Board has a Memorandum of Understanding with Health and Welfare Canada, Public Services Health – Medical Services Branch to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The NHW EAP Bank contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations.

All personal medical data shall be maintained in a medical protected status under the control of the Medical Services Branch, National Health and Welfare. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. **Class of Individuals:** Employees and Members of the Board. **Purpose:** The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. **Consistent Uses:** To support decisions regarding employee assistance measures. **Retention and Disposal Standards:** Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. **TBS Registration:** 003176 **Bank Number:** IRB PPE 803

#### Member Tracking System

*Description:* This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by Members. **Class of Individuals:** Members of the Board. **Purpose:** The purpose of this data bank is to keep track of Board Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the Board. **Retention and Disposal Standards:** Records are destroyed two years after the expiry of a Member's term of appointment. **PAC Number:** 85-001 **TBS Registration:** 003174 **Bank Number:** IRB PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave ✓
- Conflict of Interest and Post-Employment Code ✓
- Discipline ✓
- Employee Personnel Record ✓
- Employment Equity Program ✓
- Grievances ✓

Harassment ✓	Performance Reviews and Employee Appraisals ✓
Identification and Building-Pass Cards ✓	Reliability Checks ✓
Incentive Awards D # S 905	Security Clearances ✓
Occupational Safety and Health ✓	Staffing ✓
Official Languages ✓	Training and Development ✓
Parking ✓	Travel and Relocation ✓
Pay and Benefits ✓	

## Indian and Northern Affairs Canada

### Chapter 56

#### Particular Banks

##### Workforce Adjustment Program ✓ 871

**Description:** This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Social insurance numbers may be used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae.

**Class of Individuals:** Departmental employees. **Purpose:** This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. **Retention and Disposal Standards:** Records are retained for three years after an employee entitled to a staffing priority is placed.

**PAC Number:** 85-001 **Related to PR#:** INA HRB 921  
**TBS Registration:** 002541 **Bank Number:** INA PPE 801

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓
Conflict of Interest and Post-Employment Code ✓
Discipline ✓
Employee Assistance ✓
Employee Personnel Record ✓
Employment Equity Program ✓
Grievances ✓
Harassment ✓
Identification and Building-Pass Cards ✓
Incentive Awards D # 881 ✓ ETR
Occupational Safety and Health ✓
Official Languages ✓
Parking ✓
Pay and Benefits ✓
Performance Reviews and Employee Appraisals ✓
Security Clearances ✓
Staffing ✓
Training and Development ✓
Travel and Relocation ✓
Vehicle, Ship, Boat and Aircraft Accidents ✓
Workplace Day Care ✓

## Industry Canada

### Chapter 57

#### Central Banks

##### Client and Functional Community Feedback

**Description:** this bank includes information such as job categories, employment status and work locations of

employees. It also contains personal opinions or views on client satisfaction. **Class of Individuals:** randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and Public Works and

Government Services Canada who use the Corporate Comptroller's Branch products and services. **Purpose:** the purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services. **Consistent Uses:** used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and operation decisions. **Retention and Disposal Standards:** retained for two years and then destroyed. **TBS Registration:** 003892 **Bank Number:** IC PCE 702

### Conflict of Interest Records

**Description:** This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post-Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. **Class of Individuals:** Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. **Purpose:** The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. **Consistent Uses:** To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry that portion of the information which the Code requires to be maintained in that manner. **Retention and Disposal Standards:** Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. **PAC Number:** 86-001 **Related to PR#:** CCA DRG 165 **TBS Registration:** 000130 **Bank Number:** IC PCE 701

## Particular Banks

### Bank of Mentors

**Description:** This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview. **Class of Individuals:** All employees of the Department. **Purpose:** The purpose of this bank is to coordinate the Department mentoring program. **Consistent Uses:** The information gathered will be used to maximize the compatibility between the mentor and his protege. **Retention and Disposal Standards:** Records will be kept as long as the senior employee is an active mentor or two years after the last administrative action and then destroyed. **PAC Number:** 86/001 **TBS Registration:** 003668 **Bank Number:** IC PPE 807

### Brokerage Unit

**Description:** This bank contains information on employees declared surplus, affected or laid-off. Information usually consists of a letter from the Department to the employee, the employee's curriculum vitae, copies of appraisals, the staffing priority notification form, the language test results (where applicable) and the positions within the Department for which the employees were considered. **Class of Individuals:** Certain employees of Industry Canada. **Purpose:** This bank is used by management for human resource planning and is also used to aid employees in finding alternative employment of assignments. **Consistent Uses:** The information contained in this bank is provided to the Public Service Commission for information and placement purposes; to Treasury Board on request for information purpose. The names of employees and information on placement efforts are provided to Unions for the employees they represent. **Retention and Disposal Standards:** Records are retained for two years after employees' placement or their leaving the public service and are then destroyed. **TBS Registration:** 003347 **Bank Number:** IC PPE 802

### Departmental Assignment Program

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. **Class of Individuals:** Federal government employees who have requested a departmental assignment. **Purpose:** The information will be used to maintain an inventory of employees interested in an assignment or vacancy. **Consistent Uses:** The information is used to identify interested employees for referral for available assignment opportunities. **Retention and Disposal Standards:** Records are retained for a period of two years after completion of an assignment. **PAC Number:** 86-001 **Related to PR#:** IST IST 921 **TBS Registration:** 002905 **Bank Number:** IC PPE 803

### Employee Feedback

**Description:** This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment. **Class of Individuals:** Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region. **Purpose:** The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services. **Consistent Uses:** Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions. **Retention and Disposal Standards:** Retained for two years and then destroyed. **PAC Number:** 86/001 **TBS Registration:** 003891 **Bank Number:** IC PPE 813

### Employee Reimbursements

**Description:** The Personal Information Bank will contain names of employees and their home addresses. **Class of Individuals:** Departmental Employees. **Purpose:** To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Supply and Services Canada. **Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable. **Retention and Disposal Standards:** Retained for six years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** IST/IST-914 **TBS Registration:** 003218 **Bank Number:** IC PPE 806

### Employee's Survey

**Description:** This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions or views on various facets of the workplace, such as internal communications, leadership, career development and team work. **Class of Individuals:** All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada who have the responsibility of discharging SITT's mandate in the regions (approx. 400). **Purpose:** The purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment. **Consistent Uses:** Will be use to help the management and Employee's Council of SITT develop initiatives and practices which will contribute to the betterment of the workplace environment. **Retention and Disposal Standards:** Retained for two years and then destroyed. **PAC Number:** 86/001 **TBS Registration:** 003955 **Bank Number:** IC PPE 800

### Enroute Individual Credit Cards

**Description:** This bank contains application forms for Enroute credit cards. **Class of Individuals:** Departmental employees. **Purpose:** To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. **Consistent Uses:** Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Enroute. **Retention and Disposal Standards:** Application forms are retained for two years after the last use of the card. **PAC Number:** 86-001 **TBS Registration:** 002562 **Bank Number:** IC PPE 811

### Incentive Awards

**Description:** The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for

improvement of public service operations, and completed reports concerning the awards program. **Class of Individuals:** Employees of the Department. **Purpose:** To identify individuals who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. **Retention and Disposal Standards:** Records are retained for six years and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002561 **Bank Number:** IC PPE 812

### Internet Audit Data Base

**Description:** This bank contains information pertaining to the access of the Internet via the Industry Canada Corporate Network, in particular what Internet sites are being visited by departmental employees. The data base contains Internet Web site visited in conjunction with the employee's IP address., The individual's actual name is not contained within the data base however, the IP address can be cross-referenced to the individual's name when required. **Class of Individuals:** All employees of the Department. **Purpose:** The purpose of the bank is to provide an audit trail of Internet web sites visited by employees of Industry Canada. Industry Canada has an Internet Usage Policy which outlines acceptable uses of the Internet by staff. Should an employee be in violation of any of the terms of the Policy, the audit will service as background information should further action be required. **Consistent Uses:** The information housed in the bank will be provided upon request by Industry Canada Security. The information is released to Industry Canada officials when they have sufficient reason to believe access to the Internet via Industry Canada's network has been compromised by an individual of the department. **Retention and Disposal Standards:** The retention period for the audit data base is two years. The information is then destroyed. **PAC Number:** 86/001 **TBS Registration:** 003979 **Bank Number:** IC PPE 816

### Ombudsman Program

**Description:** This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. **Class of Individuals:** Department of Communications employees. **Purpose:** The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. **Retention and Disposal Standards:** Retention and disposal for this bank are to be established. **TBS Registration:** 003003 **Bank Number:** IC PPE 808

### PeopleSoft

**Description:** This data bank contains the following information: sector, branch, name, pri, sex, first official language, classification and employment location. **Class of Individuals:** The data bank is a random selection of approximately 240 employees of Industry Canada (H.Q.

and regions). **Purpose:** The bank was created in order to get a random selection of employees representing various groups and levels to whom a questionnaire on recognition will be delivered. Once the survey results are compiled and analyzed, the Employee Advisory Board will make recommendations to the Deputy Minister.

**Consistent Uses:** The results of the survey will be analyzed to take into considerations whether the respondent is a manager or non-manager, from the region or not, etc., so that the needs of specific groups of employees are taken into consideration when we prepare the recommendation to the Deputy Minister. The results of the survey (not the questionnaire) may also be used for related needs within the Department or the Public Service. **Retention and Disposal Standards:** Three years after study has ceased or has been implemented. Before disposal, consult the Public Archives of Canada. **PAC Number:** 86/001 **TBS Registration:** 003913 **Bank Number:** IC PPE 815

### Personal Information Disclosed to Federal Investigative Bodies

**Description:** In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. **Class of Individuals:** Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies.

**Retention and Disposal Standards:** Records are retained for two years and then transferred to the National Archives of Canada. **PAC Number:** 86-001 **Related to PR#:** RIE ACC 285 **TBS Registration:** 002012 **Bank Number:** IC PPE 801

### Retirement Financial Modelling

**Description:** A unique service offered to employees (of certain branches) who are presently over the age of 50 with various years of service who wish to see whether they can afford to retire. It is a Data Bank, using Quattro Pro Program, which will provide information concerning income and expenditure patterns for up to 15 years. Personal information such as salary, pension plans, investments and budget plans, and major expenses are used to create different models which the employee can review in order to make a decision concerning retirement. **Class of Individuals:** Industry Canada employees who can consider an early retirement. **Purpose:** To create draft financial scenarios to determine if an employee can retire.

**Consistent Uses:** To be used only as outlined in the purpose of the bank. **Retention and Disposal Standards:** Draft reports will be the property of the

Branch employees utilizing the service. Information contained in the Data Bank spreadsheet will be destroyed after six months (erased from memory and no disks kept by the Consultant). **PAC Number:** 86/001 **TBS Registration:** 003669 **Bank Number:** IC PPE 804

### Senior Management Development Information

**Description:** This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. **Class of Individuals:** Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels.

**Purpose:** This bank is used to facilitate human resource planning and career planning. **Consistent Uses:** Information will be used by senior departmental officials and by personnel staff concerned with human resource planning. **Retention and Disposal Standards:** Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. **TBS Registration:** 002711 **Bank Number:** IC PPE 810

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Attendance and Leave

### Conflict of Interest and Post-Employment Code

### Discipline

### Employee Assistance

### Employee Personnel Record

### Employment Equity Program

### Grievances

### Harassment

### Identification and Building-Pass Cards

### Occupational Safety and Health

### Official Languages

### Parking

### Pay and Benefits

### Performance Reviews and Employee Appraisals

### Security Clearances

### Staffing

### Training and Development

### Travel and Relocation

### Vehicle, Ship, Boat and Aircraft Accidents

# International Development Research Centre

## Chapter 58

### Particular Banks

#### Human Resources Inventory C ✓ 864

**Description:** This bank maintains an inventory of external applicants for employment at the International Development Research Centre. It includes applications for employment, personal histories, records of qualifications and previous employment, and subsequent correspondence. This bank is used to identify applicants for recruitment purposes. **Class of Individuals:** All applicants requesting employment at IDRC. **Purpose:** The information was compiled to maintain an inventory of applicants for employment at IDRC. **Consistent Uses:** The file is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. **Retention and Disposal Standards:** Retained for six months after date of reply. **PAC Number:** 86-001 **TBS Registration:** 001153 **Bank Number:** IDR PPE 802

#### Medical Records ✓ 865

**Description:** This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It contains pre-employment examinations, medical histories, reports of physical examinations, results of biochemical tests, X-rays and cardiograms. The files are currently arranged by name in alphabetical order. **Class of Individuals:** All past and present employees of IDRC. **Purpose:** The information was compiled to maintain a medical history record of all past and present employees of the IDRC. **Consistent Uses:** This file is used to record medical examinations of all new employees, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees who travel abroad. **Retention and Disposal Standards:** The records are retained for ten years after the termination of employment or the last administrative action, and are then destroyed. **PAC Number:** 83-002 **TBS Registration:** 001154 **Bank Number:** IDR PPE 803

#### Official Languages C ✓ EFL ✓ 866

**Description:** This bank contains course enrolment and attendance information; language training application for the purposes of identification; language knowledge assessment scores; and correspondence about the official language qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. **Class of Individuals:** Employees of International Development Research Centre. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages

policies as they pertain to employees of the International Development Research Centre, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees.

**Consistent Uses:** To administer the Official Languages Program at the International Development Research Centre. **Retention and Disposal Standards:** Two years after the last documentation, the records are destroyed. **TBS Registration:** 002846 **Bank Number:** IDR PPE 806

#### Parking C ✓ 867 EFL ✓

**Description:** This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this bank is to maintain information for the administration of parking privileges. **Consistent Uses:** To issue parking permits. **Retention and Disposal Standards:** Records are destroyed two years after permit expires. **TBS Registration:** 002844 **Bank Number:** IDR PPE 804

#### Personnel Records C ✓ EFL ✓ 809

**Description:** This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisals, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, personal harassment, identification and building passes, training and application for employment. **Class of Individuals:** Employees of IDRC. **Purpose:** The information is compiled to maintain a cumulative record of an individual's employment with the IDRC for the purpose of facilitating personnel administration. **Consistent Uses:** Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, appeals, etc. **Retention and Disposal Standards:** Retained by the International Development Research Centre for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of



Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is retained by the International Development Research Centre for a period of five years after employment termination, and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 001152 **Bank Number:** IDR PPE 801

### Travel and Relocation

**Description:** This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the International Development

Research Centre. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation and postings of employees of the International Development Research Centre. **Consistent Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **TBS Registration:** 002845 **Bank Number:** IDR PPE 805

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Security Clearances

## Jacques Cartier and Champlain Bridges Incorporated

### Chapter 59

Please see the St. Lawrence Seaway Authority (Chapter 101).

## Laurentian Pilotage Authority Canada

### Chapter 60

### Particular Banks

#### Register of Pilots employed by the Authority

**Description:** this contains information on physical characteristics, licences, certificates and marine incidents. **Class of Individuals:** pilots and apprentice pilots from the Laurentian Pilotage Authority. **Purpose:** retain a register of certificates and qualifications required under the Pilotage Act. **Retention and Disposal Standards:** files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. **TBS Registration:** 003684 **Bank Number:** LPA PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Attendance and Leave

### Discipline

### Employee Personnel Record

### Grievances

### Identification and Building-Pass Cards

### Occupational Safety and Health

### Official Languages

### Parking

### Pay and Benefits

### Performance Reviews and Employee Appraisals

### Staffing

### Training and Development

### Travel and Relocation

# Law Commission of Canada

## Chapter 61

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

# Medical Research Council of Canada

## Chapter 62

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Conflict of Interest and Post-Employment Code ✓

Discipline

Employee Personnel Record ✓

Grievances ✓

Harassment ✓

Identification and Building-Pass Cards ✓

Occupational Safety and Health ✓

Official Languages ✓

Parking ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Reliability Checks ✓

Security Clearances ✓

Staffing ✓

Training and Development ✓

Travel and Relocation ✓

# National Archives of Canada

## Chapter 63

### Central Banks

Former Civilian Employees – DSS Superannuation Record ✓ 1156

**Description:** Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment.

**Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000556 **Bank Number:** PAC PCE 704

Former Civilian Employees – National Health and Welfare Medical Records ✓ 1157

**Description:** Contains records created by National Health and Welfare to record health examinations. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** For health and statistical purposes such as job placement, retirement, sick leave, etc., and other purposes as defined by the Public Service Superannuation Act and other legislation. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000557 **Bank Number:** PAC PCE 705

**Former Civilian Employees – Personnel Record** ✓ 1158

**Description:** Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000554 **Bank Number:** PAC PCE 702

**Former Civilian Employees – Public Service Commission Record** ✓ 1159

**Description:** Contains records created by the Public Service Commission to record and provide information for purposes of inventory staffing. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. **Class of Individuals:** Former civilian employees of the federal government. **Purpose:** To verify information used in the identifying and assessing procedures of inventory staffing, manpower planning and general personnel management. **Retention and Disposal Standards:** Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000555 **Bank Number:** PAC PCE 703

**PERSFILE Automated Index System** ✓ 1160

**Description:** The PERSFILE system identifies the storage location of files contained in other banks within the Personnel Records Centre. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian). **Class of Individuals:** Former military and civilian employees of the federal government. **Purpose:** To identify and locate within the Personnel Records Centre, personnel records of former government employees. **Retention and Disposal Standards:** Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retained for five years for quality control purposes. **Related**

**to PR#:** PAC NPR 170 **TBS Registration:** 000553 **Bank Number:** PAC PCE 701

**Particular Banks****Access Request Data Bank** ✓ 1161

**Description:** Contains the access request forms sent by individuals, the replies to such requests and information related to their processing. **Class of Individuals:** Individuals requesting access to their files. **Purpose:** To process access requests. **Consistent Uses:** Statistical purposes for quarterly and annual reports. **Retention and Disposal Standards:** Retained for two years after resolution and then destroyed. **PAC Number:** 78-001 **TBS Registration:** 000548 **Bank Number:** PAC PPU 020

**Army Reserve Force Pay Sheets** ✓

**Description:** Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Army Reserve Force personnel whose period of service commenced in 1948 or later. **Purpose:** To verify service and pay to settle pay claims and provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000567 **Bank Number:** PAC PCE 815

**Auxiliary Services Record – World War II** ✓

**Description:** Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. **Class of Individuals:** World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. **Purpose:** To verify periods of service and determine eligibility for pension benefits. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000562 **Bank Number:** PAC PCE 810

**Canadian Army Wartime, Special Force and Regular Force – Part II Orders** ✓

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Canadian Army Wartime, Special

Force and Regular Force personnel from 1939 to 1966.

**Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS**  
**Registration:** 000561 **Bank Number:** PAC PCE 809

#### Canadian Expeditionary Force (CEF) Routine Orders – World War I

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, date of birth, unit served with and period of service. **Class of Individuals:** Canadian Expeditionary Force (CEF) personnel from 1914 to 1919. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS**  
**Registration:** 000558 **Bank Number:** PAC PCE 806

#### Dental Records – World War II, Special, Reserves and Regular Forces

**Description:** This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS**  
**Registration:** 001943 **Bank Number:** PAC PCE 821

#### Medical Records – World War II, Special, Reserves and Regular Forces

**Description:** Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS**  
**Registration:** 000569 **Bank Number:** PAC PCE 817

#### Microfiche Personal File – Regular Force and Class C Reserves

**Description:** Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. **Class of Individuals:** Some Regular Force and Class C Reserves personnel. **Purpose:** To support decisions on pensions and other benefit entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS**  
**Registration:** 000570 **Bank Number:** PAC PCE 818

#### Military Personnel Bank – World War I

**Description:** Contains personal and medical/dental information which may include enrolment documents, posting and promotion information, medical histories, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number, unit served with and period of service. **Class of Individuals:** Military personnel who served with the Canadian Forces during World War I. **Purpose:** To authenticate service information for possible pension and other benefits and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC**

**Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000566 **Bank Number:** PAC PCE 814

#### **Military Personnel Bank – World War II, Special, Reserves and Regular Forces**

**Description:** Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. **Purpose:** To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000568 **Bank Number:** PAC PCE 816

#### **Newfoundland Forces – World War II**

**Description:** Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. **Class of Individuals:** Personnel who served with the Newfoundland Forces during 1939 to 1946. **Purpose:** To verify length of service of Newfoundland Forces personnel and substantiate pension claims. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000565 **Bank Number:** PAC PCE 813

#### **Performance Evaluation Bank – World War II, Special, Reserves and Regular Force**

**Description:** Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular

Force and Class C Reserve personnel. **Purpose:** To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000572 **Bank Number:** PAC PCE 820

#### **Royal Canadian Air Force (RCAF) – Daily Routine Orders**

**Description:** Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. **Class of Individuals:** Royal Canadian Air Force (RCAF) personnel from 1924-1967. **Purpose:** To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. **Retention and Disposal Standards:** Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000560 **Bank Number:** PAC PCE 808

#### **Royal Canadian Navy (RCN) Pay Record Sheets – World War II**

**Description:** Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. **Class of Individuals:** Royal Canadian Navy personnel who served during World War II. **Purpose:** To verify pay records and settle any pay claims. **Retention and Disposal Standards:** Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000564 **Bank Number:** PAC PCE 812

#### **Service Pensions Bank – Regular Force**

**Description:** Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. **Class of Individuals:** All Canadian Forces

personnel who have contributed to a pension plan.

**Purpose:** To determine pension entitlements. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000571 **Bank Number:** PAC PCE 819

### Thirty Day Trainees – World War II ✓ 1176

**Description:** Contains personal and service information such as name, service number, unit, period and location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. **Class of Individuals:** Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. **Purpose:** To verify eligibility for pensions and other benefits and to provide individuals with proof of service. **Retention and Disposal Standards:** Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **PAC Number:** 85-012 **Related to PR#:** PAC NPR 170 **TBS Registration:** 000563 **Bank Number:** PAC PCE 811

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓  
 Conflict of Interest and Post-Employment Code ✓  
 Discipline ✓  
 Employee Assistance ✓  
 Employee Personnel Record ✓  
 Employment Equity Program ✓  
 Grievances ✓  
 Harassment ✓  
 Identification and Building-Pass Cards ✓  
 Incentive Awards D #1 1185 ✓  
 Occupational Safety and Health ✓  
 Official Languages ✓  
 Parking ✓  
 Pay and Benefits ✓  
 Performance Reviews and Employee Appraisals ✓  
 Reliability Checks ✓  
 Security Clearances ✓  
 Staffing ✓  
 Training and Development ✓  
 Travel and Relocation ✓  
 Vehicle, Ship, Boat and Aircraft Accidents ✓

# National Arts Centre

## Chapter 64

### Particular Banks

#### Labour Canada

**Description:** The purpose of this bank is to maintain information on labour relations (conforming to the Canada Labour Code) regarding cases involving NAC staff. Records are retained for an indeterminate period. **Bank Number:** NAC PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Attendance and Leave

#### Discipline

#### Employee Personnel Record

Grievances  
 Identification and Building-Pass Cards  
 Occupational Safety and Health  
 Official Languages  
 Parking  
 Pay and Benefits  
 Performance Reviews and Employee Appraisals  
 Staffing  
 Training and Development  
 Travel and Relocation  
 Vehicle, Ship, Boat and Aircraft Accidents

## National Battlefields Commission

### Chapter 65

#### Particular Banks

##### Employee Personnel Record

**Description:** Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. **Class of Individuals:** The National

Battlefields Commission Employees. **Purpose:** This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. **Consistent Uses:** The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. **Retention and Disposal Standards:** After an employee leaves, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. **TBS Registration:** 003944 **Bank Number:** NBC PPE 810

## National Capital Commission

### Chapter 66

#### Particular Banks

##### Corporate Human Resources Information System (CHRIS)

**Description:** These databases are on-line systems consisting of seven integrated subsystems which support virtually all major personnel management functions. These databases could contain sex, Personnel Record Identifier (PRI), SIN number, classification level, address, name and date of birth. The Human Resources Information (HRIS) subsystem contains performance reviews and employee appraisals, education, training, qualifications, career aspirations, memberships and job histories for permanent employees. The Personnel (PERS) subsystem is the main electronic employee file for the NCC. Contains all

compensations related event histories for all NCC employees since 1971. The Employment Equity Computerized Reporting and Information subsystem (EECRIS) produces annual reporting for Employment Equity regulations. The Healthtrack subsystem contains employee information and accident information to support Workers Compensation (Ontario and Quebec) and workplace accident reporting, claims management and Health and Safety accident prevention. The Payroll subsystem (Cyborg) is used to generate employee pay cheques with earnings and deductions as well as limited labour costing. The Time and Leave Reporting subsystem (TRS) contains information on current fiscal year employees. Used to track hours worked and leave information. It feeds summaries of the timesheet

information to the Pay Systems to generate cheques. WYCOMP is used to record job and position related information, especially job evaluation information and job descriptions. **Class of Individuals:** NCC Employees **Purpose:** The purpose of these systems is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a controlled basis. **Consistent Uses:** The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making. **Retention and Disposal Standards:** Computerized records are updated as required. Data is retained for 5 years and then transferred to National Archives of Canada; Employee Compensation record are retained forever. **Related to PR#:** NCC 920 **TBS Registration:** 003732 **Bank Number:** NCC PPE 800

#### Corporate Information Inventory System (CIIS)/Employee Database

**Description:** This bank is a component of an on-line information holdings management system. This bank contains employee names, sex, birth date, employee position number and security level. **Class of Individuals:** NCC employees **Purpose:** The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. **Consistent Uses:** The information is used to track employee security clearances and to safeguard protected information. **Retention and Disposal Standards:** Computerized records are updated as required. **Related to PR#:** NCC SPI 195 **TBS Registration:** 003664 **Bank Number:** NCC PPE 802

#### Employee Transition

**Description:** This bank contains information on employees who are laid-off. Information usually consists of a letter, post-employment annex, calculations (pension and benefits entitlements) and the employee's profile.

**Class of Individuals:** NCC employees **Purpose:** This bank is used by senior management for human resources planning and for audit and evaluation purposes. **Consistent Uses:** none **Retention and Disposal Standards:** records are retained for the duration of employment plus one year and are then sent to Archives until the employee turns 80 years old or 2 years after the employee's death. **Related to PR#:** NCC 920 **TBS Registration:** 003919 **Bank Number:** NCC PPE 806

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

## National Defence

### Chapter 67

#### Particular Banks

##### Academic Records – Officers/Officer Cadets

**Description:** The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Records are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Canadian Military College. The student number is preferable when accessing files. **Class of Individuals:** Officers and Officer Cadets who are attending, or have attended a Canadian Military College. **Purpose:** The purpose of this bank is to maintain a record of academic results for Officers and Officer Cadets who are attending

or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1000 members annually. **Retention and Disposal Standards:** Records are maintained indefinitely for historical purposes. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000212 **Bank Number:** DND PPE 844

##### Alert Manning Personnel System (AMPS)

**Description:** The AMPS contains personal information relating to the selection of Communication Research (CommRsSch291) personnel to be attach-posted to Canadian Forces Station Alert. Specifically, it contains the following types of information: Rank; service number;



Military Occupation Codes; special qualifications; gender; Individual attach posting history; member's present unit; and security clearance. IAW ADM/PER 2/90, all information are retained for posterity (until such time as CFS closes). **Class of Individuals:** Communication Research military members of the Department of National Defence. **Purpose:** Information is used when posting military personnel to Canadian Forces Station Alert.

**Consistent Uses:** The information is used to ensure the military personnel are treated fairly and equally if required to be posted to Canadian Forces Station Alert on a rotational basis. This is consistent with the original purpose of the data. **Retention and Disposal**

**Standards:** Records are retained for five years after members have been removed from the eligibility list. **TBS Registration:** 002856 **Bank Number:** DND PPE 871

### Boards of Inquiry/Summary Investigations C 509

**Description:** The bank contains a record of the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Records are filed by incident and location; and are accessible by providing service number, name, rank, Military Occupation Code, and type and year of incident. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** This bank is a record of investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate any matter connected with the government, discipline, administration or functions of the Canadian Forces, or any command, formation, base or other unit or element thereof, or of any matter affecting any member of the Canadian Forces. The content of the bank is used to establish cause and liability/responsibility and as a basis upon which appropriate remedial action may be taken. **Retention and Disposal Standards:** The files are retained for three calendar years. Injury investigations are held until the members are released from the Canadian Forces and are then transferred to the National Personal Records Centre, National Archives of Canada. Death investigations are held until all necessary administrative action has been completed and they are then transferred to the National Personal Records Centre. Records are placed in data bank PAC PCE 716 or PAC PCE 717. **PAC Number:** 69-014 **TBS Registration:** 000201 **Bank Number:** DND PPE 832

### Canadian Forces Command and Staff College Boards/Selection Processes C 510

**Description:** This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Records are accessible by providing full name, service number, rank, Military Occupation Code and particulars of the board such as, year, location and name of the staff college. **Class of Individuals:** Canadian Forces officers. **Purpose:** The purpose of this bank is to record the

results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. **Consistent Uses:** These records are used to select personnel for attendance at Staff Colleges and for reference. **Retention and Disposal Standards:** Records are retained for two years for statistical purposes, and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000190 **Bank Number:** DND PPE 821

### Canadian Forces Drug Testing Program C 511

**Description:** This bank contains results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program. It also contains administrative details of all specimen collections and career action on members who produced validated positive test results. The records are accessible by providing full name, initials, service number and date and place of testing (Unit Identification Code). **Class of Individuals:** Members of the Canadian Forces Regular and Reserves (on assignment to the Regular Force). **Purpose:** The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate preventative education, treatment, rehabilitation, enforcement and/or other administrative measures as prescribed in CFAO 19-21. **Consistent Uses:** Information on positive urine test results is retained by the Drug Testing Administration Cell. It is shared in-house only with medical/social councillors, career managers, military police and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. **Retention and Disposal Standards:** Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ, and then destroyed. Positive test results are maintained by the Drug Testing Administrative Cell as statistical data. **PAC Number:** 69-014 **Related to PR#:** DND PCA 630 **TBS Registration:** 003172 **Bank Number:** DND PPE 890

### Canadian Forces Employment Equity Program C 512

**Description:** The bank contains personal information on members such as racial background which is collected by means of questionnaires. Respondents are asked on a voluntary basis to identify whether or not they are an aboriginal person, and whether or not they are a member of a visible minority group. The service number may be used to identify members when these identifiers are required to locate members' records. **Class of Individuals:** Members of the Regular Force and Primary Reserve **Purpose:** This bank provides documentaion for the implementation of employment equity in the Canadian Forces falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated group status (e.g., aboriginal peoples and members of visible minorities). This information is used to compile a personnel profile of members and to compare the situation of designated group members with non-designated group members

within the Canadian Forces. The service number may be used to link information in this bank with that in another bank containing members' information (e.g. the Military Personnel Information System, MPIS MK4) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. **Consistent Uses:** The Canadian Forces may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for institutional purposes in the Canadian Forces Employment Equity program to identify and eliminate employment barriers against persons in designated groups and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the Canadian Forces. It may also be used for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 003342 **Bank Number:** DND PPE 816 #ADD PAC NO.

#### Career Manager Personal File (CMPF) C 513 ✓

**Description:** This bank contains copies of correspondence and documents relating to an individual's career, for example: enrolment; previous service; career résumé; educational certificates/reports of academic achievements; language proficiency data; letters of reference; course joining instructions; consent to serve forms; current statements of service; posting screening form (CFAO 20-50 annex A); posting/temporary duty messages; promotion; re-engagement (and career development plans); decorations; remuster; leave preference at compulsory retirement age; retirement option; notice of intended release; release instructions and personal enquiries; Career Review Board (medical) disposition correspondence; reports of injuries; and Change of Medical Category form CF 2088; documentation regarding security/Personnel Reliability Program (PRP) clearance; Counselling and Probation; Conduct Sheets; Civil Convictions (except those for which pardons have been granted); results of court martial; requests for special consideration; Personnel Selection Office, reports; Regional Social Work Officer reports; and requests for compassionate posting. Combat Arms Military Occupations may have additional documentation such as Statements of Understanding; regimental rebadging; Land Occupation Transfer Program (LOTP) applications and approvals; Delegated Authority; promotion recommendations and approvals; and Screenings for Overseas duty and/or Instructional/Recruiting duty; uniform selection; regimental affiliation (if applicable); Naval Home Port Division affiliation (if applicable); Career Board decisions and recommendations; Documentation related to removal of acting or provisional status on re-enrolment. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release, if

applicable. **Class of Individuals:** Members of the Regular component of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a record of significant information regarding the service of members from enrolment to retirement. The CMPF is used by Career Managers in personnel career planning. **Retention and Disposal Standards:** Records are deposited with National Archives of Canada, Personnel Record Centre one year after an individual ceases to be a serving member of the Canadian Forces. They are placed in data bank PAC PCE 718. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000205 **Bank Number:** DND PPE 837

#### Career Medical Review Board C 514 ✓

**Description:** This bank contains the member's medical category, audits associated with employment limitations, recommendations Director Personnel Careers, Personnel Selection Officer's Report (in some cases), data submitted by the member, recommendations by the chain of command, a medical statement prepared by the Surgeon General's staff and Board decisions. Individuals identified are disabled or unfit to perform their duties. It also includes data on members who are fit to perform their duties with and without restrictions. Records are accessible by providing full name, service number, rank and Military Occupation Code, subject, date, month and the year of the Board. **Class of Individuals:** Members of the Canadian Forces and members of the Reserve Force on Class «C» service in the rank of Major and below. **Purpose:** The purpose of this file is to record the decisions made by Career Medical Review Boards convened to decide the disposition of serving members below the rank of Lieutenant-Colonel, of the Regular Force and of the Reserve Force on Class «C» Reserve Service whose medical category is below the standard required for employment in their military classification. **Consistent Uses:** Historical records and reference. **Retention and Disposal Standards:** Files are permanently held for historical and statistical purposes. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000183 **Bank Number:** DND PPE 814

#### Chaplain Service C 515 ✓

**Description:** This bank contains the records of Chaplains in the Canadian Forces as well as correspondence on subjects of interest and concern to them. Records are accessible by providing full name, service number, rank and denomination. **Class of Individuals:** Chaplains in the Canadian Forces. **Purpose:** It is used as a guide to actions affecting Chaplains and their work. **Retention and Disposal Standards:** Records are destroyed after three years. **PAC Number:** 69-014 **Related to PR#:** DND CGP 470; DND CRC 485 **TBS Registration:** 000176 **Bank Number:** DND PPE 807

#### Civilian Personnel Management Information System S16 ✓

**Description:** The Civilian Personnel Information System has been upgraded and renamed to the Civilian Personnel Management Information System (CPMIS).   
~~DELETED~~

The CPMIS is a bilingual, national level on-line personnel system consisting of nine integrated subsystems which support virtually all major functions and processes in the civilian personnel administration environment. The nine subsystems are: ESTABLISHMENT/ORGANIZATION: maintains position, unit and section data; CLASSIFICATION: maintains the classification information such as class, class, points and coordinates pertaining to the position; OFFICIAL LANGUAGES: Updates linguistics position and employee data; STAFFING: maintains staffing related data (competition number, process, and candidate information; PAY & BENEFITS/LEAVE: The Pay & Benefits maintains all data pertaining to the employee such as PRI, address, salary, employment situations. The leave maintains all kind of leave records as earned and used by employee; HUMAN RESOURCES PLANNING: maintains and tracks data pertaining to employment equity target groups and, measures participation in special development programs, position clearance requests and work force adjusted employees; SECURITY: maintains data related to employee security clearance level and the security clearance of the position; and CIVILIAN TRAINING SUBSYSTEM: maintains data on training taken by employees. This subsystem is on hold until users have define their requirements and CIVILIAN REDUCTION PROGRAM INFORMATION: maintains data relating to the Civilian Reduction Program (CRP), employment records substitution availability, financial benefits and education benefits. **Class of Individuals:** Civilian employees of National Defence. **Purpose:** The purpose of this system is to provide personnel information to departmental Managers and Personnel Administrators in order to facilitate decision making on personnel matters. It is also used for replying to requests for specific personnel data on a controlled basis. **Consistent Uses:** The information in this bank is used to produce reports to managers in order to facilitate their decision making. **Retention and Disposal Standards:** History tapes are retained for five years, then erased. **PAC Number:** 69-014 **Related to PR#:** DND PCA 625 **TBS Registration:** 000225 **Bank Number:** DND PPE 861

#### Civilian Workforce Adjustment Clearance System

**Description:** The Civilian Workforce Adjustment Clearance System is used by three personnel officials at national Defence Headquarters to match employees with vacancies. It is a skills inventory of civilian employees who have been affected by Work Force Adjustment (WFA) for the purpose of vacancy referral prior to commencing the formal staffing process. It captures the following basic information on employees who have been affected by the workforce adjustment program, declared surplus or laid-off: basic personal "tombstone" data, employee position number, unit identifier and base location, classification and occupational data, dates relating to employment and to WFA, mobility, skills and education and reappointment information. **Class of Individuals:** Civilian employees of the Department of National Defence who have been affected by the WFA policy. **Purpose:** This system monitors activities and produces statistical

reports on WFA activities. It maximizes placement opportunities by matching available affected, surplus and laid-off employees with suitable vacancies.. **Consistent Uses:** The information is used to provide statistical reports on WFA for Central Agency requirements. **Retention and Disposal Standards:** Records will be maintained indefinitely for statistical purposes. **TBS Registration:** 003660 **Bank Number:** DND PPE 895

#### Command and Staff Course Student Files

**Description:** The bank contains autobiographies; personal and administrative histories; assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; periodic overall performance assessments and a record of all formal interviews with the student. Records are accessible by providing service number, rank/title and full name. **Class of Individuals:** Officers of the Canadian Forces, DND civilians, visiting foreign and Allied Officers. **Purpose:** The purpose of this bank is to maintain a temporary file record of the observed performance of Canadian Forces officers and visiting foreign and Allied officers who attend the yearly ten-month-long Command and staff course. The bank is used to provide documented justification for the content of each student's formal course assessment. **Consistent Uses:** The bank is only used to provide documented justification for the content of each student's formal course assessment. **Retention and Disposal Standards:** Records are destroyed after one year. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000211 **Bank Number:** DND PPE 843

#### Conflict of Interest and Post-Employment Code - Military

**Description:** This bank contains a Certification Document of Understanding for Public Office Holders; Confidential Reports of assets, liabilities and participation in outside activities in accordance with CFAO 19-37; and may contain investigation reports and correspondence about potential and actual conflicts between the private interests or holdings of a member and the member's official duties and responsibilities. It may also contain reports and correspondence about actual and potential offers of post-employment. Records are accessible by providing name, service number and rank. **Class of Individuals:** Members of the Canadian Forces regular and members of the Reserves on full-time paid service. **Purpose:** The purpose of this bank is to maintain information required to implement the Conflict of Interest and Post-Employment Code for Public Office Holders within the Canadian Forces, and to record potential conflicts of interest and their resolution and/or any post-employment compliance action. **Consistent Uses:** The information in this bank is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post-employment compliance measures apply is in

compliance. This impacts on a current public office holder's ability to deal with the former member. **Retention and Disposal Standards:** Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. **PAC Number:** 85-001 **Related to PR#:** DND CSA 520 **TBS Registration:** 001966 **Bank Number:** DND PPE 864

#### Dental Records C ✓ 520

**Description:** The bank contains assessments of dental fitness to perform duties as a serving regular member of the Canadian Forces and records of active dental treatment. The data includes dental and medical histories, special dental and medical examinations, tests, comments and opinions. During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. Records are accessible by providing full name, date of birth, service number and rank. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The dental records are used for ongoing planning and provision of required dental treatment throughout an individual's career. They may also be used for forensic identification during and following service in the Canadian Forces. **Retention and Disposal Standards:** One year after member's release from the Canadian Forces, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. **PAC Number:** 69-014 **Related to PR#:** DND DSD 510 **TBS Registration:** 000180 **Bank Number:** DND PPE 811

#### Dependant Education Allowances C 521 ✓

**Description:** This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. Information contained includes service number and name of DND personnel, name(s) and date(s) of birth of dependants, posting location, authorized benefits and pertinent school years of benefit. Records are accessible by providing name and service number. Dependant education benefits records are identified by name and service number of the DND member and dependants name(s) and date(s) of birth. **Class of Individuals:** Members of the Canadian Forces, civilians employed by DND outside Canada and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. **Purpose:** The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND DEP 465 **TBS Registration:** 003267 **Bank Number:** DND PPE 876

#### Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada 522 ✓

**Description:** This bank contains information on personal characteristics of the person for whom application is

being made. **Dependant records** are identified by the dependant's name and date of birth, name of serving member, relationship to the serving member and the serving member's full name, service number, rank and Military Occupation Code. **Class of Individuals:** Dependants of members and members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a record of designation of additional Canadian Forces dependants outside of Canada for hospital and medical coverage. **Retention and Disposal Standards:** Records are destroyed after two calendar years. **PAC Number:** 69-014 **Related to PR#:** DND CBD 450 **TBS Registration:** 000178 **Bank Number:** DND PPE 809

#### Harassment ADD 11818 ✓ 523

**Description:** This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. **Class of Individuals:** Members of the Canadian Forces and Civilian Employees of the Department of National Defence. **Purpose:** The purpose of this bank is to record information necessary for dealing with complaints of harassment at the workplace, to make decisions in specific instances on whether or not harassment is occurring, and when this is the case to determine the appropriate action, including disciplinary actions, to be taken to end a harassment situation. **Consistent Uses:** To support decisions on transfer and discipline of members and employees. The information may be subsequently used should the case result in a grievance a Canadian Human Rights complaint or a complaint to the Public Service Commission. In support of the Departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the individual complained against. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action. Records are then destroyed. **TBS Registration:** 003005 **Bank Number:** DND PPE 875

#### Headquarters Documents Microfile 524 ✓

**Description:** This bank contains data obtained upon enrolment/transfer to the Regular Forces, such as the name; Service Number; religion; date and province of birth; citizenship; province of birth of parents; address on enrolment; language information; marital status on enrolment; sex and year of birth of dependant children; dependants' language of instruction preference; statements of Reserve Service; proof of change of name; Oath or Affirmation on enrolment and statements of

understanding. It also contains post-enrolment/transfer date information such as change of name. Records are retrievable by service number. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of the manual microfile is to provide a support service to those engaged in personnel management or personnel administration of Canadian Forces Regular Force personnel. **Retention and Disposal Standards:** Records are retained for one year after release from the Canadian Forces and then transferred to the National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 718. **PAC Number:** 69-014 **Related to PR#:** DND PCA 625 **TBS Registration:** 000219 **Bank Number:** DND PPE 855

#### Identification and Access Control Cards

**Description:** This bank contains photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian); surname and given names, date of birth and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by means of identification forms, correspondence, and video cassette or camera, and is stored on an automated database. Records are accessible by providing SN/PRI and full name. **Class of Individuals:** CF members and their dependants (when CF members are serving as Attachés), civilian employees of National Defence, and Allied Forces personnel and their dependants serving in Canada. **Purpose:** The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and access control cards. For safety and security reasons, the information is used to control access and egress to certain facilities, and to provide for the security of DND employees and property. **Consistent Uses:** Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis or for incident investigation. **Retention and Disposal Standards:** Information related to access and egress of DND facilities is collected solely for safety and security reasons and is retained for two years, for incident investigation purposes, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. All other records are retained for five years after release from the Department and are then destroyed. **TBS Registration:** 003681 **Bank Number:** DND PPE 896

#### Information Services

**Description:** This bank contains biographical information on senior military and civilian officials within the Department of National Defence. Records are accessible by providing full name, rank, and Military Occupation Code. **Class of Individuals:** Senior military and civilian officials of the Department of National Defence. **Purpose:** Information was compiled and obtained for internal and external use by Public Affairs Officers in the performance of their duties. **Retention and Disposal Standards:** Records are held until retirement and are then placed in DND PPE 837. **PAC Number:** 69-014 **Related to PR#:**

DND ISD 065 **TBS Registration:** 000196 **Bank Number:** DND PPE 827

#### Insurance – Service Income Security Insurance Plan (SISIP)

**Description:** This bank contains all Regular Force and Class C Reserve Force applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP). The master policy is held by Maritime Life Assurance Company. The bank also contains Canadian Forces death notifications, and life claim forms submitted by claimants. Records are accessible by providing full name, service number, date of birth, rank, and Military Occupation Code (MOC). **Class of Individuals:** Current and former Regular Force and Class C Reserve Force members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain a file of past and present Canadian Forces personnel who have applied for SISIP and GOIP coverage as well as to maintain a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the Canadian Forces who are SISIP participants. **Retention and Disposal Standards:** Records are destroyed seven calendar years after death or cancellation of coverage. **PAC Number:** 69-014 **Related to PR#:** DND CBD 450 **TBS Registration:** 000177 **Bank Number:** DND PPE 808

#### Judge Advocate General's Files/Service Estates

**Description:** This file contains the report of the unit investigation into the service estate and the subsequent correspondence with the unit on the collection and distribution of the assets of the estate. It also contains the record of correspondence with the beneficiary named in the deceased's Will or, as required, the correspondence with the executor/administrator or the solicitor acting for the estate. In addition, the file contains the financial records of the cash assets of the estate and information on the disposal of the cash assets and personal effects. Records are accessible by providing full name, service number and date of death. **Class of Individuals:** Deceased members of the Regular Force and those of the Reserve Force who were serving on Class «B» or «C» Reserve Service. **Purpose:** The purpose of this bank is to document the action taken to administer the service estates of deceased members of the Canadian Forces. The files are limited to the service estates of deceased members of the Regular Force and those of the Reserve Force who were serving on Class «B» or «C» Reserve Service. **Retention and Disposal Standards:** The files are held until all necessary action has been taken by the Director of Estates and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000220 **Bank Number:** DND PPE 856

ADD #2 1819 ✓  
**Medical Records** C529 ✓

**Description:** This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at Canadian Forces Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include medical histories, special medical examinations, tests, comments and opinions. Records of military members are accessible by providing full name, service number, rank, date of birth, Military Occupation Code, and if applicable, Canadian Forces Hospital with dates of admission and discharge. Dependant medical records are identified by the dependant's name, name of serving member, relationship to the serving member and the serving member's service number. **Class of Individuals:** Members of the Canadian Forces and dependants of serving members. **Purpose:** The records serve as a reference source for medical treatment and career medical/administrative decisions. **Consistent Uses:** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** One year after a member's release from the Canadian Forces, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. However, these records remain under the control of DND for five years, any Privacy request should be forwarded to DND. Retention and disposal of dependants medical records shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. **PAC Number:** 69-014 **Related to PR#:** DND SGB 490 **TBS Registration:** 000179 **Bank Number:** DND PPE 810

**Merit Award Program** C530 ✓

**Description:** This bank contains rules and regulations governing the Merit Award Program, personal data of nominees, minutes of meetings, statistics and employee employment records. Records are accessible by providing full name, date of birth, rank, Military Occupation Code and date of nomination and/or award. **Class of Individuals:** Military personnel and civilian employees of National Defence. **Purpose:** The purpose of this bank is to administer the Department of National Defence Merit Award Program. The bank is used to process Merit Award nominations for consideration by Command and National Defence Headquarters Group Committees.

**Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Records are destroyed after three calendar years. **PAC Number:** 69-014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000195 **Bank Number:** DND PPE 826

#ADD 3 1819 ✓  
**Military Honours and Awards**

**Description:** This bank contains listings of personnel who have received military honours and awards and certain limited military ceremonies concerning ships, buildings, royalty, Governor General, freedom of cities, and related activities such as unit commemorative events. Records are accessible by providing full name, date of birth, rank and Military Occupation Code, date and event concerned. **Class of Individuals:** Members of the Canadian Forces and civilian employees of National Defence. **Purpose:** The purpose of this bank is to establish and maintain a record of honours and awards accorded to members of the Canadian Forces and of certain limited Department of National Defence ceremonial activities, primarily of a military nature. **Retention and Disposal Standards:** Records are retained for five calendar years and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND DOC 420; DND DOC 445 **TBS Registration:** 000192 **Bank Number:** DND PPE 823

**Military Personnel – Grievance File** C532 ✓

**Description:** This bank constitutes a record of applications for redress of grievances submitted and the decisions made in respect of those grievances. Records are filed in accordance with service number, name, rank, Military Occupation Code and year of grievance. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of this bank is to record applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act and also to record the decision made in respect of those grievances. **Consistent Uses:** Investigation, by the Canadian Forces, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject. **Retention and Disposal Standards:** The files are destroyed five years after last administrative action. **PAC Number:** 69-014 **TBS Registration:** 000200 **Bank Number:** DND PPE 831

**Military Personnel Information System (Automated)** C533 ✓

**Description:** This bank includes the military subsystems of the Integrated Personnel Data System (IPDS), comprising the Military Personnel Information System (MPIS), and the Supplementary Reserve application. These contain: name, rank, service number, sex, date and place of birth, security clearance, religious denomination,

marital status, dependants, medical category, military occupation, educational level, language, rank and occupational qualifications, duty location, engagement plan and service history for current and former members of the Regular Force. Additionally, the release address of former Regular Force members or current home address of Supplementary Reserve members is included. Similar but fewer data elements are maintained for all former and current Reserve Force members. Serving Regular Force personnel receive individually, on a scheduled basis, a bilingual Personnel Record Résumé (PRR), showing a résumé of the data held on them. Records of members released from the Canadian Forces are not subject to amendments. Records are retrievable by service number.

**Class of Individuals:** Former and current members of the Canadian Forces (Regular and Reserve). **Purpose:** The purpose of this automated data bank is to provide and verify information for those engaged in the management or administration of Canadian Forces personnel, at all levels of the Department including the FIS and FEMIS.

**Consistent Uses:** The information in this bank is used to update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System (CCPS) (DND PPE 858) and is also forwarded to personnel information systems at the Command Headquarters, strictly to update their data holdings. The SIN is collected in accordance with the Income Tax Act, the Canada Pension Plan Regulations, and the Unemployment Insurance Act for the purpose of managing and administering members' pay, and in accordance with the Canada Elections Act for the provision of annual Statements of Ordinary Residence to members of Parliament. While the SIN has been used since 1968 to uniquely identify CF members for all personnel administration purposes, DND is an active participant in the current Government-directed action to abandon non-legislated uses of the SIN, and has replaced it with a new Service Number (SN). While the SIN will continue to be retained for legislated purposes, use of it will be strictly limited. The new SN is used in all non-legislated applications, including routine administration. In all cases, access to the cross-reference between the SIN and the SN will be very strictly controlled. **Retention and Disposal Standards:** Records are retained indefinitely. **PAC Number:** 69-014 **Related to PR#:** DND CPS 625 **TBS Registration:** 000175 **Bank Number:** DND PPE 806

#### Military Police Investigation Case Files

**Description:** This bank contains personal information on individuals who have been involved in an incident, including: criminal, criminal intelligence or security offences investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists of investigation and occurrence reports, written statements, record books, documentary exhibits, photographs, index cards, lists of evidence, telegrams containing investigative information, civil and military court documents and related correspondence. Persons are identified by a Service Number, name and initials, date of

birth, and the report in which they are mentioned is identified by the assigned file index number for the investigation, the type of incident or offence and the date of its occurrence. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Records are accessible by providing full name, Service Number (not mandatory), type of incident or offence, location and date. **Class of**

**Individuals:** Members of the Canadian Forces, civilian employees of National Defence and members of the public involved in an offence on National Defence establishments. **Purpose:** This information is used by departmental authorities for personnel administration, disciplinary measures, and for security and reliability screening, postings, continued service, appeals, civil actions, criminal actions, investigations, suppression of crime, eligibility for medical treatment, pensions, and criminal injuries compensation. It is also used for research, planning, evaluation and statistical purposes.

**Consistent Uses:** Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal**

**Standards:** The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 10 calendar years. Some records may be retained for a longer period if judged to be of archival value or if deemed to be of historical value to the Department of National Defence. **PAC Number:** 69-014 **Related to PR#:** DND MIS 085 **TBS Registration:** 000203 **Bank Number:** DND PPE 835

#### Military Postgraduate Student Records

**Description:** This bank contains basic personal and course-related information concerning officers undergoing postgraduate training, such as name, initials, rank, military occupation code and description, service number, file and course loading authorization (CLA) numbers and date assigned, FMS/WCN numbers (applicable to US military courses), training source category, name and location of institution, course title, program type, occupation specialty qualification code, target position in establishment, course start and end dates, estimated total cost, financial planning code (GRC), CLA request reference, posting message, obligatory service completion date, posting date and date thesis received. Records are accessible by providing full name, service number, rank, Military Occupation Code, course title and program type and name and location of the institution where training was received. **Class of Individuals:** Canadian Forces officers selected for postgraduate **Purpose:** The purpose of this bank is to maintain administrative records of officers undergoing postgraduate training and to assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications. **Retention and Disposal Standards:** Hard copy file records are contributed to personal information bank DND PPE 837 Career Manager Personal Files on

completion of training. Computer records are retained indefinitely for statistical purposes. **PAC Number:** 69-014  
**Related to PR#:** DND RET 370 **TBS Registration:** 003269 **Bank Number:** DND PPE 878

#### Minutes of Proceedings of Courts Martial 536 ✓

**Description:** The minutes of proceedings of a court martial are an accurate record of all testimonies, pleadings, decisions, findings and sentence of a court martial, including all exhibits in the form of documents. Records are accessible by providing year and place of court martial, full name and rank, when applicable, of the accused. **Class of Individuals:** Members of the Canadian Forces and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. **Purpose:** These records are kept for purposes of appeal to the Court Martial Appeal Court and the Supreme Court of Canada and for administrative purposes. **Retention and Disposal Standards:** Records are never destroyed. **PAC Number:** 69-014 **Related to PR#:** DND JAG 035 **TBS Registration:** 000199 **Bank Number:** DND PPE 830

#### National Defence Fingerprint File 537 ✓

**Description:** The following information is held on members of the Canadian Forces, civilian employees of the Department and Allied Forces personnel serving in Canada: fingerprints, FPS number, service number (SN) / civilian PRI number, name, signature, sex, date and place of birth, date and place of engagement, occupation or trade, colour of hair and eyes, height, weight, complexion, scars, amputations, birthmarks, deformities, tattoos, date and place of fingerprinting as well as dates of all previous employment with the Canadian Forces, RCMP or public service. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing name, service number (SN) / civilian (PRI) number and, as proof of identity, one rolled fingerprints done in black ink. **Class of Individuals:** members of the Canadian Forces; civilian employees of National Defence and Allied Forces personnel serving in Canada. **Purpose:** This bank of information is maintained purely for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace. The fingerprints in this bank may also be used by the department for reliability and security screening of employees. **Consistent Uses:** Used for identification purposes and may be used for security and reliability screening of employees. **Retention and Disposal Standards:** Records are retained by the Department for five years from date of release and are then destroyed. Records of deceased individuals are destroyed two years from the date of death. Prints of Allied Forces personnel are destroyed at termination of their tour of duty in Canada. **PAC Number:** 69-014 **TBS Registration:** 000170 **Bank Number:** DND PPE 801

#### Non-Commissioned Members Accumulated Point List Score 538 ✓

**Description:** The information in this bank includes, for each individual, only: Military Occupation Code, Sequential number, Service Number, rank, surname and initials, enrolment date, date of birth, release date, accumulated point score by each year commencing seven years prior to release date for five years, total score, acceptance, declined. Records are accessible by providing Service Number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous military occupation code(s) (if applicable). **Class of Individuals:** Canadian Forces Non-Commissioned members in the ranks of Corporal to Chief Warrant Officer, inclusive. **Purpose:** The purpose of this bank is to record the Non-Commissioned Members' indefinite Period of Service Accumulated Point Listings resulting from the deliberation of the Non-Commissioned Member's merit boards convened annually to rate Non-Commissioned Members for continued service beyond their current release date. The listing is an accumulated score spanning five years and commences seven years prior to the Non-Commissioned Member's current release point and applies only to non commissioned members serving on an Intermediate Engagement in accordance with Canadian Forces Administration Order 6-2. **Retention and Disposal Standards:** Records maintained since 1989 are on file and are available. Records are sent to the Personnel Records Centre of the National Archives of Canada one year after an individual ceases to be a serving member of the Canadian Forces. Records are placed in data bank PAC PCE 718. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002335 **Bank Number:** DND PPE 870

#### Non-Commissioned Members Merit Board Listings 539 ✓

**Description:** The information in this bank includes for each individual only: service number; rank; surname and initials; element; Military Occupation Code; first official language; second language; seniority; enrolment; birth and release dates; sex (up to the year 1986 only); merit score; rank qualification and time in rank indicator. Records are used for the promotion year to which they apply. A members own records are accessible to the member and/or the members Commanding Officer on the written request of the members by providing service number, rank, surname and former surname(s) (if applicable), Military Occupation Code and previous Military Occupation Code(s) (if applicable), and year of promotion to current rank. **Class of Individuals:** Regular Force Non-Commissioned Members of the ranks of Corporal to Master Warrant Officer, inclusive; rank of Chief Warrant Officer, up to the year 1986 only. **Purpose:** The purpose of this bank is to record the Non-Commissioned Members merit listings resulting from the deliberations of the Non-Commissioned Members Merit Boards convened annually to rate Non-Commissioned Members based on merit as a result of assessing each individual on performance and potential. The merit listings are



employed to select individuals for promotion to the next higher rank, attendance on courses, conversion of terms of service, specialized training and employment.

**Retention and Disposal Standards:** Since 1977, the records are retained for 20 years for statistical purposes and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000209 **Bank Number:** DND PPE 841

#### Non-Public Fund (NPF) Personnel Index Card

**Description:** This bank contains employee's social insurance number, name, sex, date of birth, marital status, unit of employment, salary, date of employment, and Non-Public Fund benefit plans applicable. Files are restricted to full-time and qualified part-time employees of Non-Public Fund Operations, by unit of employment. Records are accessible by providing full name and date of birth. **Class of Individuals:** Non-Public Fund full-time and qualified part-time employees. **Purpose:** Records are used to store information submitted by units for administration of group insurance and pension plan, as well as for statistical purposes. **Consistent Uses:** Pursuant to the Canada Pension Plan Act, documentation to support pension deductions and entitlements, including the social insurance number, is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Records are retained only for statistical purposes and destroyed three calendar years after termination of employment. Records are retained for employees who have vested or deferred pension rights until employee reaches retirement age, death, or transferred to RRSP at employee's request. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000171 **Bank Number:** DND PPE 802

#### Non-Public Fund Employees Employed at Canadian Forces Bases and Stations

**Description:** This bank contains applications for employment, leave forms, record of pay adjustments, employee evaluation reports, employee questionnaire (including social insurance number, name, occupation, salary, marital status, sex, date of birth and date of employment) and correspondence concerning the employee's career. Records are accessible by providing full name, date of birth, period of employment and location of employment. **Class of Individuals:** Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. **Purpose:** The purpose of this bank is to maintain a record of correspondence relating to the career of Non-Public Fund employees employed in Bases and Stations of the Canadian Forces and those employed directly by Director General Personnel Services. The file is used to review action taken with regard to an employee and to determine an employee's suitability for promotion, transfer or retention. **Consistent Uses:** Pursuant to the Income Tax Act, Unemployment Insurance Act, and Canada Pension Plan Act, documentation to support pay deductions, including the social insurance number, is provided to the

Department of National Revenue (Taxation). **Retention and Disposal Standards:** Files are destroyed two calendar years after termination of employment. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000172 **Bank Number:** DND PPE 803

#### Non-Public Fund Employees of the Canadian Forces – Personnel Applicant and Benefit Programs File

**Description:** This bank contains employment applications and correspondence regarding executive and managerial positions, complaints from personnel, replies and queries from employees, and replies concerning benefit programs or working conditions. The individuals concerned are Non-Public Fund employees of the Department. Records are accessible by providing full name; date of birth; periods of employment; and subject, date and file number (if known) of the initial application or correspondence. **Class of Individuals:** Non-Public Fund employees. **Purpose:** This file is used for the administration of Non-Public Fund employees. **Consistent Uses:** Pursuant to the Canada Pension Act, documentation to support pension deductions and entitlements including social insurance number is provided to the Department of National Revenue (Taxation). **Retention and Disposal Standards:** Records are destroyed after five calendar years. **PAC Number:** 69-014 **Related to PR#:** DND PSB 385 **TBS Registration:** 000173 **Bank Number:** DND PPE 804

#### Officer Boards for Academic Enhancement and Specialist Training Plans

**Description:** This bank contains the annual boards for Post Graduate Training, University Training Plan (Officers), Military Medical, Legal, Dental, Pharmacy and Chaplain Training Plans. Each board may contain selection criteria, proceedings, findings, lists of the officers selected, (the Post Graduate Training Board lists alternates and those not selected), letters of disposition to each applicant and any resulting postings. Only those officers who apply for each plan are included. Records are accessible by providing full name, rank, service number, Military Occupation Code, particular plan and year of application. **Class of Individuals:** Canadian Forces officers who have made application for the training plans listed. **Purpose:** The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plans. **Consistent Uses:** Reference. **Retention and Disposal Standards:** Records are retained for statistical purposes for three calendar years and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002273 **Bank Number:** DND PPE 848

#### Officers Merit Board Listings

**Description:** The information contained in the Merit Board report includes a list of officers in order of merit and the following information pertaining to each officer: Merit List position number, Service Number, name; initials; score; Military Occupation Code (MOC); years of service;

current rank; current and previous seniority date and promotion zone entry date. Where applicable, the Merit Board Report also contains personal information in the form of findings and recommendations of the Board. Also contained in this bank are the Intermediate Engagement (IE) and Indefinite Period of Service (IPS) Merit Lists. A member's own records are accessible to the member and/or the members Commanding Officer on the written request of the member by providing full name, service number, rank for each year covered by the request including date of promotion to each rank; current MOC; previous MOC(s) (if applicable); date of MOC transfer (if applicable); commencement date of any period of extension of service (if applicable) and dates of release and re-enrolment (if applicable). **Class of Individuals:** Officers in the Canadian Forces (Regular). **Purpose:** The purpose of this bank is to record the personal information and the officers' merit listings resulting from the deliberations of Officer Merit Boards. These 25 Boards are convened annually to rate officers in order of merit as a result of assessing each officer's performance and potential. The personal information and merit listings are used to select officers for promotion to the next higher rank, for attendance on courses, to determine suitability for employment and to effect conversion of terms of service. It is also used by Commanding Officers for professional development and career progression.

**Retention and Disposal Standards:** Records maintained since 1979 are on file and are available. These and future records will be retained for a period of 20 years for statistical and promotional purposes and then destroyed.

**PAC Number:** 69-014 **Related to PR#:** DND CSA 520

**TBS Registration:** 000208 **Bank Number:** DND PPE 840

#### Pay Records File C545 ✓

**Description:** The bank contains, for every individual who is serving or has served in the Canadian Forces Regular and Reserve services since 1947, records of their pay and allowances entitlements; deductions such as Income Tax; Pension contributions; CPP and Employment Insurance EI contributions; hospital and medical plan and acquittance roll payments; and third party pay allotments, including documentation concerning compulsory payments. Records are accessible by providing service number, social insurance number and full name. **Class of Individuals:** Members of the Canadian Forces (Regular and Reserve services). **Purpose:** The purpose of this bank is to record the individual pay records for members of the Canadian Forces (Regular and Reserve services). This bank enables the Central Computation Pay System (CCPS) to determine and record pay entitlements and applicable deductions. This information may be used for statistical research purposes, and for planning implementing and evaluating government personnel policies relating to pay and allowances and to administer the recovery of debts owed to the Crown by designated agents of DND. **Consistent Uses:** Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and

deductions, including the social insurance number, is provided to the Departments of Public works and Government Services Canada and National Revenue (Taxation) and designated agents of DND (e.g. collection agencies, Department of justice, federal departments and others). **Retention and Disposal Standards:** The Master Pay Records are microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. **PAC Number:** 69-014 **Related to PR#:** DND FSB 765 **TBS Registration:** 003788 **Bank Number:** DND PPE 858

#### Pension File C546 ✓

**Description:** The bank contains proofs of prior service; pension election forms; copies of vital statistics of serving Canadian Forces members and their dependants; pension observations and correspondence concerning pensions. Records are accessible by providing service number and full name. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of this file is to determine superannuation benefits for members of the Canadian Forces (Regular) upon release. This information may be used for statistical research purposes and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. **Consistent Uses:** Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, as well as to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. **Retention and Disposal Standards:** Records are retained by Director Accounts Processing, Pay and Pensions until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 719. **PAC Number:** 69-014 **Related to PR#:** DND FSB 765 **TBS Registration:** 000223 **Bank Number:** DND PPE 859

#### Performance Evaluation Report File C547 ✓

**Description:** This bank contains Performance Evaluation Reports, course reports and, if applicable, biographical sketches, photographs, records of flying time, and letters of commendation and awards. Records are accessible by providing full name, service number, rank, Military Occupation Code and date of release if applicable. **Class of Individuals:** Members of the Regular Force and members of the Reserve Force on Class C service. **Purpose:** The purpose of this bank is to maintain a record of performance on the job. The bank is used to determine on a continuing basis the relative merit/suitability of members for promotion, training, retention, release, and other management administrative decisions. **Retention and Disposal Standards:** Records are retained for one year after the individual's release and are then transferred to National Archives of Canada where

they are placed in data bank PAC PCE 720. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000206 **Bank Number:** DND PPE 838

#### Personnel Applied Research Information Data Bank

**Description:** This automated data bank contains data on selection tests, training performance, and employment status in the Canadian Forces (CF) as well as information from applicant, attrition, harassment and conditions of service surveys. Data are held in perpetuity on applicants to the CF as well as current and past members. The applicant number, service number or Personnel Research Team (PRT) identification code may be used to link or match information in this bank with (DND/PPE 806, the Military Personnel Information system MK 4) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reason for which the information was collected. Matched information may subsequently be held in either or both banks. **Class of Individuals:** Applicants to the Canadian Forces and serving and former members of the Canadian Forces.

**Purpose:** This automated data bank provides a database for personnel research, i.e., occupational selection and program/policy evaluation. **Retention and Disposal Standards:** CF 283 Applicant Assessment forms are retained in hard copy for one year and then indefinitely on microfiche or CD rom. All other hard copy records are destroyed after one year. Automated data is retained indefinitely. **PAC Number:** 69-014 **Related to PR#:** DND PDB 360 **TBS Registration:** 000184 **Bank Number:** DND PPE 815

#### Personnel Files – Training

**Description:** The files contain personal particulars, records of performance during the course and records regarding personal behaviour and appearance. Records are accessible by providing full name, service number, rank, Military Occupation Code, course attended and school where course was taken. **Class of Individuals:** Members of the Canadian Forces. **Purpose:** The purpose of this bank is to maintain files on all personnel undergoing individual training at Canadian Forces Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. **Retention and Disposal Standards:** Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at Canadian Forces Leadership and Recruit School, Saint – Jean, where the files are maintained for eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. **PAC Number:** 69-014 **Related**

**to PR#:** DND RET 370 **TBS Registration:** 000210 **Bank Number:** DND PPE 842

#### Personnel Security Investigation File

**Description:** This bank contains personal data, such as criminal records, security/reliability analyses, investigative reports, credit check reports, related correspondence, notations of the level of security clearance and reliability status granted, and Security Clearance Review Board documentation and Security Intelligence Review committee appeals. Reliability check records apply to pre-employment/employment with the DND. This bank contains personal information about the individual, his or her immediate family, the names and comments of past employers, the names and comments of character references, and possibly the names and activities of associates with whom the individual would have contact. Personal information is held on individuals who are or have been the subject of security screening procedures in relation to employment with the DND, when access to classified information is a requirement. This information has been obtained to support decisions taken in determining the suitability for a security clearance when an individual will require access to classified information. The reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to sensitive information or government assets or access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their request. Records are filed by surname, initials and date of birth of the individual. In addition, individuals who were released before 1990 must also provide their social insurance number. **Class of Individuals:** Current and former members of the Canadian Forces, civilian employees of the Department, or personnel who are on a personal services contract with National Defence. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. **Purpose:** The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material. The information is also used to assess reliability as a condition of employment and for permitting access to sensitive or valuable assets, or hazardous or dangerous material; or for responsibility for the well-being of persons or control of personnel. **Consistent Uses:** The information in this bank may be used in matters which may, on reasonable grounds, be suspected of constituting threats to the security of Canada or the Department; information may also be used in other lawful investigations. **Retention and Disposal Standards:** All security clearance records and those reliability screening records of personnel either enrolled or employed are retained for a minimum period of ten years

from the time of the last administrative action taken on the file. For those personnel who were only processed for a reliability screening and were not employed, files are retained for a period of two years. **PAC Number:** 69-014 **TBS Registration:** 004010 **Bank Number:** DND PPE 834

#### Personnel Selection Officer Training Files C551 ✓

**Description:** This bank contains information pertaining to Personnel Selection Officers in the Canadian Forces. Specifically, it contains biographical data, course reports, on-job-training reports, academic qualifications, post-graduate course reports, professional development course reports, in- and out-service specialty training reports, records of special employment or experience, letters of appreciation and posting and promotion messages. Records are accessible by name, rank and service number. **Class of Individuals:** Personnel Selection Officers of the Regular and Reserve Forces. **Purpose:** The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. **Retention and Disposal Standards:** Information is retained until the individual reaches compulsory retirement age or the rank of Lieutenant-Colonel, at which time the records are destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 003268 **Bank Number:** DND PPE 877

#### Provision of Legal Aid to Members of the Canadian Forces C552 ✓

**Description:** The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. Records are accessible by providing full name, service number and location of the interview. **Class of Individuals:** Members of the Canadian Forces, members of other armed forces attached or seconded to the Canadian Forces. Dependants of Canadian Forces members serving outside Canada, members of the civilian component of the Canadian Forces and their dependants serving outside Canada. **Purpose:** The purpose of this bank is to document the provision of personal legal advice by legal officers of the Canadian Forces to members of the Canadian Forces, members of other armed forces attached or seconded to the Canadian Forces, dependants of Canadian Forces members serving outside Canada, members of the civilian component of the Canadian Forces and their dependants serving outside Canada. **Retention and Disposal Standards:** The files are destroyed after two years. **PAC Number:** 69-014 **Related to PR#:** DND JAG 015 **TBS Registration:** 000221 **Bank Number:** DND PPE 857

#### Provision of Legal Counsel at Public Expense 1805 ✓

**Description:** This bank contains information concerning applications by military personnel and civilian employees

of the Department of National Defence who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Provision of Legal Assistance to Crown Servants. **Class of Individuals:** Military personnel and civilian employees of the Department of National Defence. **Purpose:** The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations. **Retention and Disposal Standards:** Records are retained for six calendar years from when the file is closed. Files are transferred to National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **TBS Registration:** 003982 **Bank Number:** DND PPE 897

#### Requests from and Disclosures to Investigative Bodies C553 ✓

**Description:** The bank maintains a record of all requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of National Defence, under section 8(2)(e) of the Privacy Act. Also contained in this bank are the replies to such requests and information related to their processing. Records are available by providing full name and rank, classification or Military Occupation Code, if applicable. **Class of Individuals:** Members of the Canadian Forces and civilian employees of National Defence. **Purpose:** The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. **Retention and Disposal Standards:** Information is destroyed two years after date of last correspondence. **PAC Number:** 69-014 **Related to PR#:** DND PCA 610 **TBS Registration:** 000218 **Bank Number:** DND PPE 854

#### Reserve Force Civilian Occupations C554 ✓

**Description:** This bank holds information contained on completed questionnaires. It includes the following information: service number, name, education, union/professional association membership, language proficiency, as well as non-personal information relating to a Reservist's civilian employer, such as name, nature of employer's business, whether employer provides supplies or services to DND or NATO countries, and number of employees. Records are accessible by providing service number, rank, name, Reserve component and unit. **Class of Individuals:** Members of the Reserve Force who are in civilian occupations which may be critical to the war effort. **Purpose:** The purpose of this bank is to identify Reservists who are employed in civilian occupations or industries essential to a war effort and who may not, therefore, be available for active military service upon declaration of a national emergency. This information will assist in developing a formal set of guidelines on employment in the Reserves during both peace and war for individuals in certain civilian occupational categories. **Consistent Uses:** Where a Reservist is designated for a

key military position but is also employed in a key civilian position, a resolution between DND and the employer may be sought with Employment and Immigration Canada acting as arbiter. **Retention and Disposal Standards:** Records are destroyed two years after the last administrative act. **TBS Registration:** 002105 **Bank Number:** DND PPE 865

### Sea, Army and Air Cadet Personnel Files

**Description:** This bank contains form CF 1158 – Application for Membership in the Canadian Cadet Organizations, form CF 51 – Application and Approval – Cadet Activities (Employment – Course – Exchange), form CF 910 – Canadian Forces Statement of Medical Fitness Cadet Applicant, form CF 1364 – Sea/Army/Air Cadet Course Report and records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). Records are accessible by providing full name, date of birth, service number, Corps or Squadron number, title and location.

**Class of Individuals:** Members of the Sea, Army and Air Cadets **Purpose:** The purpose of this bank is to maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in QR (Cadets), from enrolment through to release. The personnel file is used for career management of members.

**Consistent Uses:** Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal**

**Standards:** Records are retained by Corps or Squadron for five years from date of release, and are then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND RCS 340 **TBS Registration:** 000207 **Bank Number:** DND PPE 839

### Selection Boards for the In-Service Commissioning Plans

**Description:** This bank contains the selection boards for the following officer production plans; University Training Plan Non-Commissioned Members (UTPNM); Special Commissioning Plan (SCP); Commissioning From the Ranks Plan (CFRP); Limited Duty Officer (LDO) for 1981, 1982, 1983 only; Officer Candidate Training Plan Military (OCTPM); and the Special Requirements Commissioning Plan, (SRCP) starting in 1986. Each contains copies of the Board's proceedings, findings and notifications to candidates. Records are accessible by providing full name, service number, rank, Military Occupation Code (at the time), plus the specific plan and year of application, nomination or selection. **Class of Individuals:**

Non-Commissioned Members of the Canadian Forces who have applied for UTPNM, SCP or OCTPM; or who have been nominated for LDO, CFRP or selected for SRCP. **Purpose:** The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. **Retention and Disposal Standards:** The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND

PPE 837. Board reports are retained for 20 years for statistical purposes, and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 002272 **Bank Number:** DND PPE 847

### Service Prison and Detention Barrack Records

**Description:** This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern admission, discipline, maintenance of personal property, sentence remission and discharge. Records are accessible by providing service number, name, detention identification number, place and dates of incarceration. **Class of Individuals:** Individuals who are or have been incarcerated in military service prisons and detention barracks. **Purpose:** The purpose of this bank is to control the administrative and legal documents respecting an individual's incarceration, record any disciplinary measures taken, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, plus assist in the calculation of, and the decision-making process respecting, the number of days remission earned by an inmate.

**Retention and Disposal Standards:** Documents in this information bank are destroyed two years following their last administrative use. **PAC Number:** 69-014 **TBS Registration:** 001765 **Bank Number:** DND PPE 863

### Social Work Services

**Description:** This bank records professional social work information on clients seen by social work officers. Any military person, including members of his/her family receiving social work assistance, is identified in the bank which is accessible by providing member's full name, service number, rank, Military Occupation Code, place and date of interview(s), and interviewer (if possible).

**Class of Individuals:** Members of the Canadian Forces and members of their immediate families. **Purpose:** Information in the bank is used to assist the social work officer in professional treatment and case management.

**Consistent Uses:** Within the parameters of Canadian Forces Medical Order 8-02, information concerning members of the Canadian Forces and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, to a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, to Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, to Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. **Retention and Disposal Standards:** Files are destroyed five calendar years after the case is closed. **PAC Number:** 69-014 **Related to PR#:** DND PSB 405 **TBS Registration:** 000181 **Bank Number:** DND PPE 812

### Squadron Personal File – Officer Cadets C59 ✓

**Description:** The Squadron Personal File contains reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; administrative and disciplinary decisions. Royal Military College files are accessible by providing the full name, service number and/or college number and the year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Files are accessible upon proper identification while the student is in attendance. **Class of Individuals:** Officer cadets attending the Royal Military College. **Purpose:** The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending at the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis.

**Retention and Disposal Standards:** After graduation, records are maintained at the college for five years and then destroyed. **PAC Number:** 69-014 **Related to PR#:** DND RET 370 **TBS Registration:** 000213 **Bank Number:** DND PPE 845

### Suggestion Award Program C56 ✓

**Description:** This bank contains rules and regulations governing the Suggestion Award Program, documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data. Records are accessible by providing full name and originating Command or Base Suggestion Award Committee, file number or subject of suggestion, and date of suggestion and/or award. **Class of Individuals:** Military personnel and civilian employees of National Defence. **Purpose:** The purpose and use of this bank is to administer the Department of National Defence Suggestion Award Program. **Consistent Uses:** Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. **Retention and Disposal Standards:** Accepted suggestions which result in awards under \$1,000 are destroyed after three calendar years and suggestions which result in awards of over \$1,000 are destroyed after five calendar years. Rejected suggestions are destroyed after three calendar years. **PAC Number:** 69-014 **Related to PR#:** DND ESD 045 **TBS Registration:** 000194 **Bank Number:** DND PPE 825

### Unit Military Personnel Bank C561 ✓

**Description:** This bank contains enrolment documents, birth certificates, marriage certificates, separation agreements, divorce orders (nisi and absolute), course reports, conduct sheets, general employment information, Statements of Ordinary Residence, Physical Fitness Evaluation Envelopes, Unit Employment Records (UER) and may contain Personnel Evaluation Reports on Reservists, and documentation concerning compulsory payments. Records which have not been superseded and which have been relevant to personnel management are

retained for the duration of the member's career. Other records are purged. Records are accessible by providing full name, service number, rank, Military Occupation Code and Unit. **Class of Individuals:** Serving members of the Canadian Forces (Regular and Reserve). **Purpose:** The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units.

**Consistent Uses:** Pursuant to the Canada Elections Act, lists of Canadian Forces electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. **Retention and Disposal Standards:** One year after a member's release from the Canadian Forces records are transferred to the Personnel Records Centre (PRC), National Archives of Canada. Reserve Force records are transferred to PRC three years after release. Records are placed in data bank PAC PCE 716. **PAC Number:** 69-014 **Related to PR#:** DND CSA 520 **TBS Registration:** 000204 **Bank Number:** DND PPE 836

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave ✓ 562
- Conflict of Interest and Post-Employment Code ✓ 563
- Discipline ✓ 564
- Employee Assistance ✓ 565
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- Occupational Safety and Health ✓
- Official Languages ✓
- Parking ✓
- Pay and Benefits ✓
- Performance Reviews and Employee Appraisals ✓
- Reliability Checks ✓
- Security Clearances ✓
- Staffing ✓
- Training and Development ✓
- Travel and Relocation ✓
- Vehicle, Ship, Boat and Aircraft Accidents ✓
- Workplace Day Care ✓

## National Energy Board

### Chapter 68

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave 1013

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards 1020

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

## National Farm Products Council

### Chapter 69

Note: Information on the employees of the National Farm Products Council is also held by Agriculture and Agri-Food Canada.

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave 1038

Conflict of Interest and Post-Employment Code

Discipline

Harassment

Identification and Building-Pass Cards

Incentive Awards 1043

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

## National Film Board of Canada

### Chapter 70

#### Particular Banks

##### Medical Records

**Description:** Employees of the National Film Board of Canada. This file contains medical histories, special medical examinations, tests and clinical opinions and reports. It can also contain notes from doctors and nurses or test results that were done in the workplace or outside the National Film Board. It can also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor.

**Class of Individuals:** Current or former National Film Board employees. **Purpose:** To permit a medical

follow-up to the employee and in matters of work related accidents. **Consistent Uses:** The medical file is kept for the purpose of the employee Health Unit and is no account used to determine employability. The information it contains is never transmitted to any other organization or employer. **Retention and Disposal Standards:** The employee's medical file is kept in the National Film Board Health Unit until the termination of employment at which time it may be returned to the employee or archived. **TBS Registration:** 003958 **Bank Number:** NFB PPE 005

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Occupational Safety and Health

Security Clearances

Travel and Relocation

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## National Gallery of Canada

### Chapter 71

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave 1049

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards 1057

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

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## National Library of Canada

### Chapter 72

The National Library's employee information banks are the same as those for National Archives of Canada.

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## National Museum of Science and Technology

### Chapter 73

## Particular Banks

Reliability Checks 1608

**Description:** This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. **Class of Individuals:**

Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. **PAC Number:** 86-001 **TBS Registration:** 002862 **Bank Number:** STM PPE 801



## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

## National Parole Board

### Chapter 74

### Particular Banks

#### Employee reliability checks

**Description:** This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. **Class of Individuals:** Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract. **Purpose:** The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably. **Consistent Uses:** The information is used to support decisions on transfers, promotions, discipline and termination of employment. **Retention and Disposal Standards:** The information in this bank is destroyed two years after it was last used for an administrative purpose. **PAC Number:** 86-001 **Related to PR#:** NPB NPB 005 **TBS Registration:** 002100 **Bank Number:** NPB PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

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# National Research Council Canada

## Chapter 75

### Particular Banks

#### Conflict of Interest ✓ 1089

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 000959 **Bank Number:** NRC PPE 801

#### Employment Equity Program ✓ 1090

**Description:** The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form and identify themselves as male or female, Aboriginal Persons, Persons with Disabilities or members of a Visible Minority. An employee number may be used to identify employees when these identifiers are required to locate employee records. **Class of Individuals:** Employees of the National Research Council. **Purpose:** This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market. **Consistent Uses:** The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **PAC Number:** 85-001 **TBS Registration:** 002202 **Bank Number:** NRC PPE 802

#### Performance Reviews and Employee Appraisals ✓ 1091

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. **Consistent Uses:** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. **Retention and Disposal Standards:** Records are retained for five years, after which they are destroyed. **PAC Number:** 85-001 **TBS Registration:** 002201 **Bank Number:** NRC PPE 803

#### Scientific Integrity – Investigations ✓ 1092

**Description:** This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions; investigation notes of possible misconduct and analysis reports of these investigations; correspondence; reference documents; minutes of the meetings of the investigation committee. **Class of Individuals:** Employees of the National Research Council. **Purpose:** The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings. **Consistent Uses:** To support decisions on disciplinary actions which may arise as a result of an investigation. **Retention and Disposal Standards:** Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. **PAC Number:** 86-001 **TBS Registration:** 003699 **Bank Number:** NRC PPE 805

#### Staffing ✓

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee

Personnel Record.) **Class of Individuals:** Employees of the National Research Council. **Purpose:** The bank provides a record of the information used in staffing positions within the National Research Council.

**Consistent Uses:** This bank may also be used in the selection of candidates for the Council's Secondment Program. **Retention and Disposal Standards:** Records are retained for two years after any administrative action, after which they are destroyed. **PAC Number:** 86-001 **Related to PR#:** NRC PAS 745 **TBS Registration:** 002438 **Bank Number:** NRC PPE 804

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## National Round Table on the Environment and the Economy

### Chapter 76

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Natural Resources Canada

### Chapter 77

## Particular Banks

### Assignments Program ✓

**Description:** This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. **Class of Individuals:** The information relates to current and former Public Service employees who have registered in the Program. **Purpose:** The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program. **Consistent Uses:** The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. **Retention and Disposal Standards:** Files are destroyed three years after the end of the assignment. **Contact:** Chief, Corporate Staffing Section, CSS-HRB.

**Related to PR#:** NRCan CSS 790 **TBS Registration:** 003309 **Bank Number:** NRCan PPE 811

### CANMET Management Information System ✓

**Description:** Name, Employee Number, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees. **Class of Individuals:** Employees of the Mineral and Metals Sector. **Purpose:** To record assets such as computers and equipment in the custody of employees. **Consistent Uses:** To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords. **Retention and Disposal Standards:** Two years following the last administrative use. **Contact:** Director, Informatics, Policy, Planning and Services

Branch, METS. **Related to PR#:** NRCan DEX 007 **TBS Registration:** 003370 **Bank Number:** NRCan PPE 807

#### Crown-owned Living Accommodation ✓

**Description:** Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to administer accommodation requirements and the collection of rental deductions. **Consistent Uses:** Linked to Department of Public Works PWC PPU 020. **Retention and Disposal Standards:** Individual files are retained for two years after the occupants vacate the premises. **Contact:** Manager, Departmental Services, CSS-AMAS. **PAC Number:** 86-001 **Related to PR#:** NRCan CSS 730 **TBS Registration:** 000408 **Bank Number:** NRCan PPE 802

#### Departmental Computer-Assisted Facilities Management System. ✓

**Description:** Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number. **Class of Individuals:** Departmental employees. **Purpose:** The data are used to manage accommodation and forecast space usage by category of employee. **Consistent Uses:** All employee data will be derived by upload from the departmental telephone directory or the departmental financial system. **Retention and Disposal Standards:** The retention and disposal periods are to be approved by the National Archives of Canada. **Contact:** Director, Strategic Planning, CSS-AMAS. **Related to PR#:** NRCan CSS 790 **TBS Registration:** 003332 **Bank Number:** NRCan PPE 813

#### Departmental Credit Card Holder Master File ✓

**Description:** This electronic data base stores information in the Departmental Card Master File relating to employees of the Department who are custodians of commercial credit cards, e.g. Mastercard, American Express, etc. The information for departmental employees is gathered by the Credit Card Account Number, Card Holder's Name and the Personal Record Identifier (PRI). The credit card account holder records the purchases they make for the Department in the Government Financial System (GFS). The credit card account number cannot be used to enter purchases because this could allow unauthorized use of the card or accounts. The card holder's name cannot be used by itself due to the possibility of duplicate names which would result in charges to the wrong account number. Therefore, the system uses the PRI number, in conjunction with the name of the employee, to verify & ensure that the correct financial account number is accessed and charged. The PRI number is not displayed or printed or distributed for any other use. **Class of Individuals:** Employees of the Department. **Purpose:** To ensure that the correct credit card account number is charged for purchases made by

employees on behalf of the Department. **Consistent Uses:** In the event of fraud, some information might be requested and released to investigating authorities. **Retention and Disposal Standards:** The records are retained for a period of 6 fiscal years and will then be purged by the system. **Contact:** Assistant Director, Financial Systems and Training, CSS-FMB **TBS Registration:** TBS 003657 **Bank Number:** NRCan PPE 817

#### Departmental Employee Master Data Base ✓

**Description:** This electronic master data base contains names of employees of the Department, Personal Records Identifiers (PRI), titles, both work and home addresses and telephone numbers. Data input is performed by employees of Compensation and Benefits, Human Resources Services Branch, using existing sources such as information completed by employees in the normal course of staffing actions. **Class of Individuals:** Employees of the Department. **Purpose:** The master data base consists of tombstone data used for a variety of administrative purposes. This data system is used primarily by the Human Resource Services Branch for Struck Off Strength (SOS) and Taken On Strength (TOS) actions, and to verify addresses for T4 Income Tax form mailings. The PRI number contained in the data base is not displayed or printed or distributed for use by anyone except authorized employees of the Human Resources Branch. **Consistent Uses:** The system is also used to respond to enquiries from the public about employees' place of work, their work telephone number or length of employment with the Department. It is used by Telecommunications to maintain the Natural Resources Canada Directory of People and Services, and by the Records Office to order former employee files from National Archives when they are taken on strength again. Access to the system is strictly controlled and password protected through a "User Log On" validation process. Access is only given to those persons with a "need to know". **Retention and Disposal Standards:** The data is maintained and updated when required on an ongoing basis. A backup of the data is made periodically in the event of system failure. This system will eventually be replaced by the "People Soft / Human Resource Management System". **Contact:** Chief, Human Resource Information Management System, CSS-HRB **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003647 **Bank Number:** NRCan PPE 815

#### Directory of People and Services. ✓

**Description:** This bank consists of information about the organization and employees of the Department. It includes the employee's name, Personal Record Identifier, office location, telephone number, organization and the services provided by the employee. **Class of Individuals:** Departmental employees. **Purpose:** The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The Personal Record Identifier (PRI) will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This

databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems. **Consistent Uses:** Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures. **Retention and Disposal Standards:** Two years following the last administrative use. **Contact:** Chief, Telecommunications Services, CSS-IMB. **Related to PR#:** NRCan CSS 770 **TBS Registration:** 003344 **Bank Number:** NRCan PPE 806

#### Employee Medical Referrals ✓

**Description:** This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. **Class of Individuals:** The information relates to current and former departmental employees for whom a medical assessment was required. **Purpose:** The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work. **Consistent Uses:** The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks. **Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative use. **Contact:** Director, Employer / Employee Relations Division, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003308 **Bank Number:** NRCan PPE 810

#### Garnishment of Salaries and Other Remuneration ✓

**Description:** This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. **Class of Individuals:** Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. **Purpose:** The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. **Consistent Uses:** Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office. **Retention and Disposal Standards:** Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. **Contact:** Chief, Compensation and Benefits,

CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 002313 **Bank Number:** NRCan PPE 803

#### Passports and Visas ✓

**Description:** This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department. **Class of Individuals:** Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas.

**Purpose:** The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department. **Consistent Uses:** Information may be disclosed to the Department of Foreign Affairs and International Trade and to embassies for the organization of delegations to foreign countries. **Retention and Disposal Standards:** Records are retained for five years until the passport has expired and are then destroyed. **Contact:** Chief – Revenue & Accounts Receivable – CSS/FMB **TBS Registration:** 003670 **Bank Number:** NRCan PPE 816

#### Salary Forecast Module ✓

**Description:** This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. **Class of Individuals:** The information relates to employees of the Department. **Purpose:** The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. **Consistent Uses:** The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. **Retention and Disposal Standards:** Records are retained for a period of six years. **Contact:** Assistant Director, Financial Systems and Training, CSS-FMB. **Related to PR#:** NRCan CSS 720 **TBS Registration:** 003119 **Bank Number:** NRCan PPE 805

#### Workforce Adjustment ✓

**Description:** This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. **Class of Individuals:** Current and former departmental employees who have been entitled to a staffing priority. **Purpose:** The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. **Consistent Uses:** The records are used to facilitate the placement of employees. **Retention and Disposal Standards:**

Records are retained for two years after the employee has been placed. **Contact:** Chief, Workforce Adjustment, CSS-HRB. **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003310 **Bank Number:** NRCan PPE 812

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Natural Sciences and Engineering Research Council of Canada

## Chapter 78

### Particular Banks

#### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001628 **Bank Number:** SER PPE 801

#### Employee Performance Appraisals

**Description:** This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC. The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and

approve performance pay and salary increments.

**Consistent Uses:** Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equitability of the ratings across different directorates and branches within NSERC. **Retention and Disposal Standards:** Files are retained on file for five years, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002582 **Bank Number:** SER PPE 802

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Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Northern Pipeline Agency Canada

### Chapter 79

#### Standard Banks

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## Northwest Territories Water Board

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Please note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

## Office of the Auditor General of Canada

### Chapter 81

#### Particular Banks

##### Conflict of Interest

**Description:** This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Departmental employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. **Consistent Uses:** To support decisions on transfers, discipline and termination of employment. **Retention and Disposal Standards:** Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. **PAC Number:** 85-001 **TBS Registration:** 001605 **Bank Number:** OAG PPE 801

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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## Office of the Chief Electoral Officer

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## Office of the Commissioner of Official Languages

### Chapter 83

#### Particular Banks

##### Garnishment

**Description:** This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office. **Class of Individuals:** Employees of the Office against whom garnishment or diversion proceedings have been taken. **Purpose:** The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act. **Consistent Uses:** The bank is also used to approve deductions from salary. **Retention and Disposal Standards:** Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. **TBS Registration:** 002849 **Bank Number:** COL PPE 803

##### Pay and Benefits

**Description:** This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. **Class of**

**Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. **Consistent Uses:** To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown. **Retention and Disposal Standards:** Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected. **TBS Registration:** 002850 **Bank Number:** COL PPE 804

##### Professional and Personal Services Contracts

**Description:** This bank contains the contracts entered into, types of services rendered, length of contracts, the social insurance number of individuals on contract, the



actual contracts and supporting documents. **Class of Individuals:** Individuals hired under professional and personal service contracts by the Office. **Purpose:** The bank is used for accounting, reference and statistical purposes. **Retention and Disposal Standards:** These records are kept for six years and then destroyed. **TBS Registration:** 003789 **Bank Number:** COL PPE 806

#### Superannuation

**Description:** This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. **Class of Individuals:** Active and former employees who were contributors to the Superannuation. **Purpose:** To have access, in one location, to all pertinent data concerning pension. **Consistent Uses:** To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. **Retention and Disposal Standards:** Records are destroyed two years after all actions are completed. **TBS Registration:** 002848 **Bank Number:** COL PPE 802

#### Surplus Employee

**Description:** This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment. **Class of Individuals:** Employees declared surplus. **Purpose:** This bank provides documentation to Personnel Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. **Consistent Uses:** To have an updated file on the employee and the actions taken to obtain a new position. **Retention and Disposal Standards:** Two years after the employee leaves. **PAC Number:** 86-001 **TBS Registration:** 002847 **Bank Number:** COL PPE 801

#### Training and Development

**Description:** This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of

employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee. **TBS Registration:** 001265 **Bank Number:** COL PPE 805

## Standard Banks

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# Office of the Inspector General of the Canadian Security Intelligence Service

## Chapter 84

Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada.

# Office of the Superintendent of Financial Institutions Canada

## Chapter 85

### Standard Banks

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# Pacific Pilotage Authority Canada

## Chapter 86

### Particular Banks

#### Employee Personnel Record

*Description:* This bank provides a summary record of an individual's employment with the Authority. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. The Employee Personnel Record contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent

identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. This bank relates to employees of the Authority. Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. The information is used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare and Supply and Services Canada for pension purposes. Information in this bank is retained by the Authority for the duration of employment plus one year, and is then microfiched. Records of individuals are kept permanently by the Authority. **PAC Number:** 85-001 **Bank Number:** PPA PPE 802

## Register of Employee Pilots

*CEIF*  
**Description:** This bank is alphabetically filed in the Pilots Establishment Book, consisting of an alphabetical list and documentation of physical characteristics, licences, and certificates, as well as the individual's accident or incident reports. Individuals have access to their own files in this bank by providing name and pilot's number. The information relates to pilots employed by the Authority. The information was obtained as required under the Pilotage Act. It is a general record on each individual employee pilot including name, age, medical record, physical characteristics, licences, certificates,

qualifications and record of accidents and incidents. Records are retained for an indefinite period. **PAC Number:** 85-001 **Bank Number:** PPA PPE 801

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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# Patented Medicine Prices Review Board

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**Parking**

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**Performance Reviews and Employee Appraisals**

**Reliability Checks**

**Security Clearances**

**Staffing**

**Training and Development**

**Travel and Relocation**

**Vehicle, Ship, Boat and Aircraft Accidents**

# Pension Appeals Board

## Chapter 88

Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Human Resources Development, 10th Floor, Trebla Building, Ottawa, Ontario K1R 5B4.

# Privy Council Office

## Chapter 89

### Particular Banks

#### Security Clearances and Assessments Bank

*1216*  
**Description:** This bank contains the security clearance records of employees, candidates for employment and

agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate,

the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards. **Purpose:** The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance. **PAC Number:** 86-001 **TBS Registration:** 002546 **Bank Number:** PCO PPE 801

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

**Attendance and Leave**

**Conflict of Interest and Post-Employment Code**

**Discipline**

**Employee Assistance**

**Employee Personnel Record**

**Employment Equity Program**

**Grievances**

**Incentive Awards**

1224

**Occupational Safety and Health**

**Official Languages**

**Parking**

**Pay and Benefits**

**Performance Reviews and Employee Appraisals**

**Staffing**

**Training and Development**

**Travel and Relocation**

**Vehicle, Ship, Boat and Aircraft Accidents**

## Public Service Commission of Canada

### Chapter 90

#### Central Banks

##### **Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants**

**Description:** This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program. **Class of Individuals:** Public servants and non-public servants applying to the AETP or past and present participants of the AETP. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP. **Consistent Uses:** This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History

systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records are retained for five (5) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for ten (10) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003069 **Bank Number:** PSC PCE 766

##### **Accelerated Executive Development Program (AEXDP): Inventory of Applicants**

**Description:** This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; assessment results of the cognitive capacity interview, the Full Circle Appraisal Questionnaire, the Track Record Interview and the Selection Review Board (SRB) Interview; results of the integration process and program office notes. **Class of Individuals:** Members of the Executive Category who have applied to the AEXDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the

acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). **Consistent Uses:** The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program. **Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for three (3) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of five (5) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** Under review. **TBS Registration:** 004019 **Bank Number:** PSC PCE 768

#### **Accelerated Executive Development Program (AEXDP): Inventory of Participants**

**Description:** This bank may contain: personal information; correspondence; assessment results of the cognitive capacity interview, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; results of the integration process; self-assessment by the participant; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, the participant's attendance on the Senior Executive Management Program, and appointment-to-level documentation; program office notes. **Class of Individuals:** Members of the Executive Category who have been accepted as participants in the AEXDP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSC regarding appointment-to-level. **Consistent Uses:** The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates. **Retention and Disposal Standards:** All records are retained in hard copy until five (5) years after termination of AEXDP participation. Selected information is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** Under review. **TBS Registration:** 004018 **Bank Number:** PSC PCE 769

#### **Access Requests**

**Description:** This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. **Class of Individuals:** Public servants and non-public servants who have made a formal access request under the Access to Information Act or the Privacy Act. **Purpose:** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts.

**Consistent Uses:** The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes.

**Retention and Disposal Standards:** Records are retained for two (2) years after completion of the request, and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001684 **Bank Number:** PSC PCE 743

#### **Alternate Exchange Program**

**Description:** This bank contains lists of public servants who have submitted a request to be included on the Alternate Exchange Listings maintained by a PSC regional office or a designated exchange office. This list may contain basic information such as the employee's name, classification, language results, region, date of availability, key position requirements, departmental contact and telephone number. **Class of Individuals:** Public servants who have submitted a request to be included on the Alternate Exchange Listings. **Purpose:** This bank exists in accordance with the Policy Framework for the Management of the Alternate Program for the intended use of administering and coordinating the efforts of departments in arranging inter-departmental alternations. The lists are received from departments and redistributed to all departments involved in the program. The information can be computerized and sent to departments through electronic or other mail systems. This information may be disclosed to bargaining units who are part of Joint Adjustment Committees.

**Consistent Uses:** The information may also be used to prepare statistical reports or to evaluate the effectiveness of the program. As well for those employees who consent, it may be used by bargaining agents for other workforce adjustment related services such as career or financial counselling, outplacement initiatives, workshops or seminars about career, etc. **Retention and Disposal Standards:** The hard copy records are retained for two (2) years after the end of the program. The computerized records are updated on a regular basis by incorporating data received from participating departments. **PAC Number:** Under review. **Related to PR#:** PSC SPB 033 **TBS Registration:** 003926 **Bank Number:** PSC PCE 746

#### **Analytical Environment (formerly EDP Statistical Systems)**

**Description:** This bank regroups computer systems which are maintained by the Public Service Commission and which may contain basic personal information such as social insurance number (historical records only), personal record identifiers (PRI), work history, employment status, language proficiency, or reasons for separation. Although there are no equivalent hardcopy files for these systems, in some cases one input document may exist. The analytical environment includes information obtained from the TBS incumbent, mobility and employment equity data systems as well as appointments or statistics received from other departments. **Class of Individuals:** All individuals who have been appointed to positions in

the public service or who have left the public service.

**Purpose:** This analytical environment was created to record information on appointments in the public service, separations, the distribution of public servants by department and by location, the workforce downsizing program and the federal summer employment program.

**Consistent Uses:** The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Information is also used to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from Treasury Board's incumbent and mobility systems is used to update PSC applicant and employee inventories. Within the PSC analytical environment, information is used to measure the progress of employees affected by government downsizing. Information is also merged with Treasury Board's employment equity data bank for statistical purposes. No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. **Retention and Disposal Standards:** Appointment Information Management System: The report on staffing transaction is retained for three (3) years from the date it is received by the PSC. The computerized data is kept on line for two (2) years and transferred to an optical archive for indefinite retention. Separations: The computerized information is retained until it has been superseded, and then deleted, except for year-end information which is kept on an optical archive indefinitely. Workforce Adjustment Reporting System: Records are retained indefinitely on an optical archive. Quarterly Statistical File (subsumed into the analytical environment 1995-96): Information on individuals is retained for five (5) years after point of first capture, and then kept on an optical archive indefinitely. Student Employment Program: Records are retained for five (5) years, and then kept on an optical archive indefinitely. **PAC Number:** 85-016/94-001/90-012/92-016 **Related to PR#:** PSC SPB 032 and PSC SPR 180 **TBS Registration:** 002299 **Bank Number:** PSC PCE 761

### Appeal Hearings

**Description:** This bank may contain an appeal document, an advice of selection form, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to quote the Appeals Directorate file reference number given on the Appeal Board decision report submitted to the appellant. **Class of Individuals:** Public servants having filed an appeal or persons involved in the appeal. **Purpose:** This bank exists by reason of section 21 of the Public Service Employment Act and sections 45 to 48 of the Public Service Employment Regulations to

record and provide information on appeals. **Consistent Uses:** The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. **Retention and Disposal Standards:** Decisions are microfilmed and retained for twenty (20) years from the date of the decision; files and tape recordings are kept for two years and destroyed. For files referred to the Federal Court of Canada under section 18 of the Federal Court Act, the decisions are microfilmed and are retained for twenty (20) years. Computerized information is retained for five (5) years. **PAC Number:** 94-001 **Related to PR#:** PSC AIB 005 **TBS Registration:** 001445 **Bank Number:** PSC PCE 702

### Applicant Inventories and Referrals

**Description:** This bank may contain applications/curriculum vitae, test results, and screening and referral information resulting from solicited and non-solicited competitions/announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and solicitation reference numbers in cases of solicited competitions. **Class of Individuals:** Public servants and non-public servants who have applied for a position in the Public Service. **Purpose:** This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, professional and scientific, technical and operational categories and in the Executive Group. **Consistent Uses:** This bank is used to identify applicants suitable for referral and appointment to positions in the public service. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation. **Retention and Disposal Standards:** Records are maintained for two (2) years after being removed from the inventories or after referral, and then destroyed. Computerized information is retained for five (5) years. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001451 **Bank Number:** PSC PCE 708

### Assessment Centre for Early Identification of Executive Potential (EIEP)

**Description:** This bank may contain memoranda and letters; biographical information and assessment results. It may also include assessment and career counselling data from 1968-73 for the Career Assignment Program. **Class of Individuals:** Persons who have been assessed by the Assessment Centre (EIEP). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career

Assignment Program. **Consistent Uses:** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. Information obtained from a voluntary assessment process from 1968 to 1973 was used for providing individual feedback and for research purposes. **Retention and Disposal Standards:** Hardcopy and computer records are retained for thirty (30) years after the assessment and then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 065 and SPB 034 **TBS Registration:** 001469 **Bank Number:** PSC PCE 726

#### **Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants**

**Description:** This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; assessment results of the cognitive capacity interview, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Review Board (SRB) Interview and program office notes. **Class of Individuals:** Members of the Executive Category and EX equivalents who have applied to the PQP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and ( SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). **Consistent Uses:** The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program. **Retention and Disposal Standards:** Hard copy records of an applicant whose candidacy is not accepted are retained for three (3) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of five (5) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** Under review **TBS Registration:** 004020 **Bank Number:** PSC PCE 770

#### **Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants**

**Description:** This bank may contain: personal information; correspondence; assessment results of the cognitive capacity interview, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, and appointment-to-level

documentation; program office notes. **Class of Individuals:** Members of the Executive Category and EX equivalents who have been selected in the ADM PQP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSC regarding appointment-to-level. **Consistent Uses:** The bank is used to record and provide information regarding PQP selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates. **Retention and Disposal Standards:** All records are retained in hard copy until five (5) years after termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** Under review **TBS Registration:** 004021 **Bank Number:** PSC PCE 771

#### **Business/Government Executive Exchange (ceased in 1994)**

**Description:** This bank may contain nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. **Class of Individuals:** Government and business executives who have been nominated for, are currently on, or have completed, an assignment. **Purpose:** This bank exists to maintain an inventory of executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. **Consistent Uses:** The information is used to assess candidates and to refer government executives, or accept business executives, for possible assignment opportunities. **Retention and Disposal Standards:** Records are retained for two (2) years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001909 **Bank Number:** PSC PCE 757

#### **Career Assignment Program (CAP): Inventory of Nominees and Participants**

**Description:** This bank may contain basic personal information, nomination forms, curriculum vitae, career plans, appraisal information, assessment results, selection review board summaries and results, course participation, and general correspondence related to CAP nominees and participants. This bank may also include information retained for a previous program: Special Development Program. **Class of Individuals:** Public servants and non-public servants who have been nominated and/or have participated in CAP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide

information relating to initial and final nominations to CAP and, in the case of final nominations, to record and present information for review and decision by selection board members regarding acceptance to the Program. This bank also exists to maintain an historical record of all persons who have participated in CAP. **Consistent Uses:** This bank is used to record and provide information on CAP nominees to the assessment and selection phase for statistical, administrative, and counselling purposes.

**Retention and Disposal Standards:** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001705 **Bank Number:** PSC PCE 751

#### **Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)**

**Description:** This bank may contain basic personal information, curriculum vitae, general career information and plans, appraisal information and reference checks.

**Class of Individuals:** Employment equity designated group members at the EX equivalent, the EX minus one and minus two levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have received career consultation and development services. **Purpose:** This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans. **Consistent Uses:** The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments in other departments.

**Retention and Disposal Standards:** Records are retained for two (2) years after being declared inactive, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001466 **Bank Number:** PSC PCE 723

#### **Course Registration and Information**

**Description:** This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent Resourcing and Learning Branch course numbers. **Class of Individuals:** Persons who have taken or are enrolled in a professional or management course offered by the PSC Resourcing and Learning Branch. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a professional or management course offered by the PSC Resourcing and Learning Branch. **Consistent Uses:** This bank is used to provide information required to administer professional and management training courses delivered

by the PSC. **Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. **PAC Number:** 96-040 **Related to PR#:** PSC TPB 120 **TBS Registration:** 001478 **Bank Number:** PSC PCE 735

#### **Deployment Recourse**

**Description:** This bank contains a complaint document including basic personal data, evidence gathered during the investigation, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. **Class of Individuals:** Public servants who have filed complaints with the Deployment Recourse Office related to the application of section 34.4 of the Public Service Employment Act. **Purpose:** This bank exists in accordance with section 34.4 of the Public Service Employment Act to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment.

**Consistent Uses:** This bank is also used to provide information for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for five (5) years and then destroyed. **PAC Number:** 94-034 **Related to PR#:** PSC AIB 005 **TBS Registration:** 003270 **Bank Number:** PSC PCE 745

#### **Executive Counselling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)**

**Description:** This bank may contain biographical information and assessment material and results of clients. **Class of Individuals:** Public Servants in the Executive Category and equivalent levels and EX minus 1 levels who have requested services. **Purpose:** This bank exists in accordance with section 10 and 16(1) of the Public Service Employment Act to record biographical information and assessment results of clients. The bank exists to provide members of the Executive Category, EX equivalents and of the EX minus 1 levels with diagnostic information to enhance their self-understanding and to provide an opportunity to receive confidential counselling. **Consistent Uses:** This information is used to provide advice to the client and, at the client's request, assessment information on the client can be provided to those of the client's choosing. It can also be used for research aimed at improving the quality of service.

**Retention and Disposal Standards:** Paper and computer records are retained for thirty (30) years after being declared inactive and then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 050 and PSC SPB 034 **TBS Registration:** 002912 **Bank Number:** PSC PCE 765

#### **Executive Resourcing**

**Description:** This bank may contain security clearance rating, language examination results, memoranda to the



Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, the Request for Non-delegated Staffing, job profiles, statement of qualifications, application forms, individual candidate reports from the Assessment Centre for Executive Appointment, reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition). **Class of Individuals:** Persons who are included in an Executive Group competition administered by the PSC. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission.

**Consistent Uses:** This bank is used to provide information relating to Executive Group appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories, the assessment results and from departments. **Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001475 **Bank Number:** PSC PCE 732

#### **Interchange Canada: Inventory of Applicants and Participants**

**Description:** This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form. **Class of Individuals:** Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or have completed an assignment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada. **Consistent Uses:** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001952 **Bank Number:** PSC PCE 729

#### **Interdepartmental Peer Committee on Promotions**

**Description:** This bank may contain career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the Peer Committee. It may also contain personal works and lists of achievements. **Class of Individuals:** Public servants in the University Teaching (UT), Scientific Research (SE-RES), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation. **Purpose:** The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions. **Consistent Uses:** The information is used to maintain a record of the Peer Committee's findings and decisions, and is occasionally used for future reference concerning the subsequent promotion of the same individual. **Retention and Disposal Standards:** Files are retained for five (5) years, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 002298 **Bank Number:** PSC PCE 759

#### **International Assignment: Inventory of Applicants and Participants**

**Description:** This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance review and employee appraisals, agreements, job descriptions, interview notes, vacancy notices and correspondence related to the Program. Some information exists in computerized form. **Class of Individuals:** Public servants and non-public servants applying for assignments in international organizations, or who are currently on, or have completed an assignment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations. It also exists to maintain historical records of all persons who have participated in the Program. **Consistent Uses:** This bank is used to identify vacancies in international organizations and for the general management of the assignments. It interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after being declared inactive and then destroyed. Records of participants and competition files are retained for three (3) years after termination of assignments, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001951 **Bank Number:** PSC PCE 733

#### **Investigations**

**Description:** This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. **Class of Individuals:** Public servants

who have filed complaints with the Investigations Directorate related to the application of the Public Service Employment Act and its Regulations, or complaints of harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint.

**Purpose:** This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. **Consistent Uses:** The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file. **Retention and Disposal Standards:** Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, then deleted. **PAC Number:** 94-001 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001446 **Bank Number:** PSC PCE 703

#### Language Review Committee

**Description:** This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. **Class of Individuals:** Public servants whose cases have been submitted to the Language Review Committee. **Purpose:** This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee.

**Consistent Uses:** The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case. **Retention and Disposal Standards:** Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed. Records relating to complaints concerning the results obtained in second language assessment are retained ten (10) years. **PAC Number:** 94-034 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001459 **Bank Number:** PSC PCE 716

#### Language Training Orientation

**Description:** This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the projected duration of training. **Class of Individuals:** Language training candidates who underwent the orientation process for non imperative staffing purposes

or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview.

**Consistent Uses:** The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. The PSC's Test Storage and Reporting System provides a weekly update of Second Language Evaluation (SLE) results to the Treasury Board's Language Training Module for the purposes of updating candidate information pertaining to the orientation process. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. **PAC Number:** 93-003 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001482 **Bank Number:** PSC PCE 739

#### Language Training Services

**Description:** This bank may contain basic personal data, service and language training requests, aptitude and placement tests results. **Class of Individuals:** Persons who underwent language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. **Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. The PSC's Test Storage and Reporting System provides a weekly update of Second Language Evaluation (SLE) results to the Treasury Board's Language Training Module for the purposes of updating candidate information. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. **PAC Number:** 93-003 **Related to PR#:** PSC TPB 105 **TBS Registration:** 001484 **Bank Number:** PSC PCE 741

#### Leave of Absence to Seek Election

**Description:** This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Secretary General, the Commission's decision to approve or deny the leave to seek nomination and election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. **Class of Individuals:** Public servants who have requested leave of absence to seek nomination as a candidate for election. **Purpose:** This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. **Consistent Uses:** This bank is used to provide

information for PSC authorization and for PSC reports to Parliament. **Retention and Disposal Standards:** Records are retained for seven (7) years after request was made, and then destroyed. **PAC Number:** 94-034 **Related to PR#:** PSC DGM 022 **TBS Registration:** 001448 **Bank Number:** PSC PCE 705

#### **Management Resources Information System (MRIS) (ceased to be updated in 1993)**

**Description:** Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain appointment certificates; employee summaries; basic personal data; skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. This bank may also contain specific records pertaining to Senior Personnel, Finance and Internal Audit Officers. **Class of Individuals:** Public servants appointed to eligible classifications as determined by the Public Service Commission; public servants participating or seeking participation on Interchange Canada or International Assignments; public servants at the FI-04 and equivalent levels, PE-06 level and up to EX-03 levels who are identified as having extensive qualifications and who have been evaluated by senior advisory committees. **Purpose:** This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. **Consistent Uses:** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the

Interchange/International System, the executive group Applicant Inventory and the Quarterly Statistical File.

**Retention and Disposal Standards:** Hardcopy records of appointments to executive group positions are retained for the duration of employment plus two years, after which they are transferred to the National Archives of Canada and retained for two years after the individual has reached the age of 80, or until two (2) years after his or her death. Records pertaining to the executive group are retained indefinitely. Hardcopy records for non-executive group positions are retained for five (5) years after removal from the inventory, and then destroyed. Machine readable records are retained for ten (10) years after removal from the system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001477 **Bank Number:** PSC PCE 734

#### **Management Trainee Program (MTP): Inventory of Applicants and Participants**

**Description:** This bank may contain curriculum vitae, applications, transcript of marks, correspondence, interview notes, appointment letters, assignment descriptions and performance appraisals. **Class of Individuals:** Public servants and non-public servants applying to the Management Trainee Program, and persons who have been appointed to the Program.

**Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act (PSEA) to provide an inventory of persons seeking positions with the Management Trainee Program, and to maintain historical records of persons appointed to the Program. **Consistent Uses:** This bank is used to identify candidates for positions with the Management Trainee Program, for the general management of assignments for participants in the Program, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies).

**Retention and Disposal Standards:** Records are retained for three (3) years after application is submitted and are then destroyed. In the case of participants, hard copy records are retained for ten (10) years after the participant ceases to be a MTP participant. Machine readable records are retained for twenty-five (25) years and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** 002910 **Bank Number:** PSC PCE 763

#### **Occupational Test Results**

**Description:** This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their Personal Record Identifier. **Class of Individuals:** Public servants and non-public servants who have taken selection tests developed by the PSC.

**Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection such as competitions. **Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Storage and Results Reporting System (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years, and destroyed. Candidate test results are kept on computerized files for two (2) years after they are superseded or become obsolete. A candidate's most recent result for a given test is retained indefinitely on computerized files. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001454 **Bank Number:** PSC PCE 711

#### **Official Languages Exclusion Order**

**Description:** This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. **Class of Individuals:** Public servants who have requested an official languages exclusion or extension.

**Purpose:** This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. **Consistent Uses:** This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. **Retention and Disposal Standards:** Records are retained for twenty (20) years and then destroyed, except for those with historical value which are kept indefinitely. **PAC Number:** 94-034 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001460 **Bank Number:** PSC PCE 717

#### **Personnel Selection (excluding Executive Resourcing)**

**Description:** This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. **Class of Individuals:** Public servants and non-public servants who are being considered for appointment through a process of personnel selection. **Purpose:** This

bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition. **Consistent Uses:** This bank is used to staff positions, to provide the necessary information, on request, to participants in selection actions to explain the reasons for the selection decision. This bank also provides related documentation for PSC investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. **Retention and Disposal Standards:** Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. **PAC Number:** 85-016 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001455 **Bank Number:** PSC PCE 712

#### **Persons Appointed under an Exclusion Order**

**Description:** This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. **Class of Individuals:** Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. **Purpose:** This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. **Consistent Uses:** This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Order. **Retention and Disposal Standards:** Records are retained for five (5) years after termination of the exclusion, and then destroyed. **PAC Number:** 94-034 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001447 **Bank Number:** PSC PCE 704

#### **Post-Secondary Recruitment (PSR) Program: Inventory of Applicants**

**Description:** This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, test results, interview notes, assessment centre notes, records of instances of consideration, notations of referrals, note to files, and telexes for those applicants to the PSR Program. **Class of Individuals:** Public servants and non-public servants applying to PSR. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the PSR campaign. **Consistent Uses:** This bank is used to identify applicants for positions offered through PSR (for statistical purposes and studies). The bank interfaces with the Inventory Management and Employee History systems to track the career progression of those applicants who are hired through PSR for positions/training programs in the

participating departments. **Retention and Disposal Standards:** Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** TBA. **Bank Number:** PSC PCE 767

#### **PSC Transfer Files (ceased in June 1996)**

**Description:** This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. **Class of Individuals:** Public servants who have requested a lateral transfer. **Purpose:** This bank exists to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the EX group. **Consistent Uses:** The bank is used to refer employees requesting a transfer to departments and agencies. **Retention and Disposal Standards:** Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001462 **Bank Number:** PSC PCE 719

#### **Public Servants Released or Demoted (PSC authority for this function ceased in 1993.)**

**Description:** This bank may contain basic personal data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to the Commission; the Commission's decision, and the notices of release or demotion to the department and to the employee. **Class of Individuals:** Public servants whose release or demotion has been recommended by deputy heads. **Purpose:** This bank existed in accordance with section 31 of the Public Service Employment Act, R.S.C. 1985, c. P-33 (now repealed by section 21 of the Public Service Reform Act) to record information relating to the recommendation of deputy heads to release or demote employees. **Consistent Uses:** This bank is used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads, made prior to June 1993, that employees be released or demoted. It also provides information for PSC reports to Parliament. NOTE: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction, unless these were made prior to the coming into force of the Public Service Reform Act. s.c. 1992 c.54. Such matters have since been delegated to Deputy Ministers. **Retention and Disposal Standards:** Records are retained for seven (7) years following a release or demotion, and then destroyed. **PAC Number:** 94-034 **Related to PR#:** PSC CMB 022 **TBS Registration:** 001449 **Bank Number:** PSC PCE 706

#### **Requests for Commission's Opinion (ceased in 1993)**

**Description:** Since 1993, this recourse is no longer necessary. This bank may contain information collected in the course of an investigation under section 21(1) of the Public Service Employment Act. Contents may include excerpts from personnel files or competition files, investigation notes, interview notes, allegations of improprieties, performance evaluations, and reasons why employees might think that their opportunity for advancement has been prejudicially affected. Persons completing a Personal Information Request Form are required to specify the federal government department that was the subject of the investigation and to provide as accurately as possible the date or time period in which the investigation was conducted. **Class of Individuals:** Public servants who, prior to June 1, 1993, have sought the Commission's opinion regarding prejudicial effect to their opportunities for advancement. **Purpose:** The files are a result of investigations pursuant to requests for the Public Service Commission's opinion under section 21(1) of the Public Service Employment Act received prior to June 1, 1993. **Consistent Uses:** This bank is used to examine allegations and issue a Commission's opinion as to prejudicial effect following an appointment without competition. It may also be used for research and statistical purposes. **Retention and Disposal Standards:** Records are retained for five (5) years after the investigation is completed and are then destroyed. Computerized records are retained on-line for five (5) years, then deleted. **PAC Number:** 94-001 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001463 **Bank Number:** PSC PCE 720

#### **Second Language Assessment by Regional Offices**

**Description:** This bank may contain the appropriate second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results. **Class of Individuals:** Public servants and non-public servants who were assessed by the PSC Regional Offices for second language proficiency. **Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. **Consistent Uses:** The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Test results are entered in the Test Storage and Results Reporting System (see central bank PSC PCE 718) and may be entered in the applicant inventory. **Retention and Disposal Standards:** Files are retained for three (3) years and interviews recorded on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal, then are deleted. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001457 **Bank Number:** PSC PCE 714

### Second Language Evaluation (SLE) Examiners

**Description:** This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. **Class of Individuals:** Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. **Purpose:** This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners. **Consistent Uses:** The bank is used to record information related to the qualifications, training and certification/registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. **Retention and Disposal Standards:** all records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001458 **Bank Number:** PSC PCE 715

### Second Language Evaluation (SLE) Test Results

**Description:** This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to provide their personal record identifier. **Class of Individuals:** Public servants and non-public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. **Purpose:** This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record language assessment results for purpose of appointment. **Consistent Uses:** The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. When the individual becomes a Federal employee, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE test results which it links with job position requirements. The information in this bank is contained in the Test Storage

and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. **Retention and Disposal**

**Standards:** Hard copy files are retained for five (5) years, then destroyed. Oral Interaction Tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 and TBS PCE 703 **TBS Registration:** 001461 **Bank Number:** PSC PCE 718

### Special Measures Program Participants (formerly Employment Equity Programs)

**Description:** This bank may contain information concerning the on-the-job training assignments of participants to the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments.

**Class of Individuals:** Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. **Purpose:** The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. **Consistent Uses:** The bank is used to monitor the progress of participants and to measure the effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. **Retention and Disposal Standards:** Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 030 and PSC SPB 040 **TBS Registration:** 002297 **Bank Number:** PSC PCE 758

### Staffing Consultant Certification

**Description:** This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded on a computerized inventory.

**Class of Individuals:** Staffing consultants of the public service. **Purpose:** This bank exists to record and provide information on the certification of staffing consultants as it relates to the exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. **Consistent Uses:** This bank is used to provide information in support of the certification of staffing consultants. **Retention and Disposal Standards:** Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. **PAC Number:** 94-034 **Related to PR#:** PSC SPB 050 **TBS Registration:** 001464 **Bank Number:** PSC PCE 721

### Statutory and Administrative Priorities

**Description:** This bank may contain basic personal data: statutory or administrative data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse and employee who become disabled. Information exists in hardcopy and computerized form. **Class of Individuals:** Public servants and other persons who have a statutory or administrative priority for appointment. **Purpose:** This bank exists in accordance with sections 29, 30 and 33 of the Public Service Employment Act and sections 34 to 43 of the Public Service Employment Regulations to provide information relating to individuals with statutory priority for appointment. It exists in accordance with various Public Service Commission policies to provide information relating to individuals with an administrative priority for appointment. **Consistent Uses:** This bank is used to identify those individuals with a statutory or administrative priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. **Retention and Disposal Standards:** Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 033 **TBS Registration:** 001452 **Bank Number:** PSC PCE 709

## Particular Banks

### Accounts Payable and Receivable

**Description:** This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and pay. **Class of Individuals:** Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. **Purpose:** The information is required to pay employees, collect monies due and keep a record of financial transactions related to accounts payable and receivable. **Consistent Uses:** The information is used also for statistical reporting and analysis purposes. **Retention and Disposal Standards:** Records are retained for six (6)

years and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC CMB 914 **TBS Registration:** 002413 **Bank Number:** PSC PPE 815

### Assignment Requests and Career Development

**Description:** This bank may contain assignment requests, curriculum vitae, appraisals, letters of offer and acceptance, references, interview/counselling information, tests, test results and evaluations, and general correspondence. Employees requesting access must indicate their status and the branch concerned. **Class of Individuals:** Public Service Commission employees who have requested and/or been nominated by management for an assignment to further their career, or these who wish to plan their career. **Purpose:** This bank was created to promote the redeployment of Public Service Commission employees and to respond to identified career development requirements. **Consistent Uses:** This bank is used to assist employees in career planning and in finding permanent employment or temporary assignments by providing them with training, advice and/or counselling. It is also used to identify potential employees for assignment and to refer them for positions in the public service. **Retention and Disposal Standards:** Candidate files are retained for two (2) years after they cease to be candidates. **PAC Number:** 86-001 **Related to PR#:** PSC 921 **TBS Registration:** 001910 **Bank Number:** PSC PPE 806

### Flexibility EX and Special Assignment Pay Plan Positions

**Description:** This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. **Class of Individuals:** Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). **Purpose:** This bank exists to record and control the EX overfill and SAPP situations in the Public Service Commission. **Consistent Uses:** This bank is used to administer and maintain data on the EX overfill and SAPP situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. **Retention and Disposal Standards:** Records are retained for a period of two (2) years, and then destroyed. **PAC Number:** 86-001 **Related to PR#:** PSC 925 **TBS Registration:** 001486 **Bank Number:** PSC PPE 801

### Peer Matching Program

**Description:** This bank may contain request forms, letters and curriculum vitae. **Class of Individuals:** Commission employees who have submitted a request to be included in the Peer Matching Program. **Purpose:** This bank exists in accordance with the Policy Framework on Management of Alternates adopted on May 24, 1995 by Treasury Board. The information is used by managers and human resources personnel in departments, by the Public

Service Commission and by interdepartmental exchange offices (comprised of departmental and bargaining agent representatives) to find a match for employees who have opted to be part of the program. **Consistent Uses:** The information may also be used for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by bargaining units for other workforce adjustment related services such as career or financial counselling, outplacement initiatives, workshop or seminars about career development. **Retention and Disposal Standards:** Records are retained for two years after a match is completed or after the end of the program. **PAC Number:** 86-001 **Related to PR#:** PSC CMB 921 and PSC PCE **TBS Registration:** 003896 **Bank Number:** PSC PPE 817

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

# Public Service Staff Relations Board

## Chapter 91

### Central Banks

#### Applications for Extension of Time

**Description:** This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. **Consistent Uses:** To support decisions made by the Board concerning applications for extension of time. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 110 **TBS Registration:** 000776 **Bank Number:** SRB PCE 705

#### Complaints – Canada Labour Code – Part II

**Description:** This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the

provisions of sections 128 or 129 of Part II of the Canada Labour Code. **Class of Individuals:** Individuals employed in the federal public service. **Purpose:** The purpose of this bank is to record the determination of the Board on the complaints of employees. **Consistent Uses:** To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections 128 or 129 of Part II of the Canada Labour Code. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 50 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 150 **TBS Registration:** 001881 **Bank Number:** SRB PCE 709

#### Complaints of Unfair Labour Practices

**Description:** This bank contains complaint forms, replies to complaints, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an



arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. **Consistent Uses:** To support decisions made by the Board concerning complaints of unfair practices. **Retention and Disposal Standards:** Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 060 **TBS Registration:** 000774 **Bank Number:** SRB PCE 703

### Consent to Prosecute

**Description:** This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. **Consistent Uses:** To support decisions made by the Board regarding applications for consent to prosecute. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 105 **TBS Registration:** 000778 **Bank Number:** SRB PCE 707

### Decisions of Safety Officers

**Description:** This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. **Class of Individuals:** Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. **Purpose:** The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. **Consistent Uses:** To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. **Retention and Disposal Standards:** Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for

50 years, and then transferred to the National Archives of Canada for archival purposes. **Related to PR#:** SRB OSR 145 **TBS Registration:** 001880 **Bank Number:** SRB PCE 710

### Determination of Designated Employees

**Description:** This bank contains lists of positions considered as «designated» positions, notice of hearings, decisions rendered by the Board and lists of «designated» employees. **Class of Individuals:** Individuals employed in the federal public service who are deemed «designated» employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. **Consistent Uses:** To support decisions made by the Board regarding the determination of federal public service employees as being «designated» employees. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 080 **TBS Registration:** 000779 **Bank Number:** SRB PCE 708

### Objections to Managerial and Confidential Exclusions

**Description:** This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. **Class of Individuals:** Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. **Purpose:** The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. **Consistent Uses:** To support decisions made by the Board concerning the exclusion of persons from bargaining units. **Retention and Disposal Standards:** Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 075 **TBS Registration:** 000773 **Bank Number:** SRB PCE 702

### References of Grievances to Adjudication

**Description:** This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. **Purpose:** The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. **Consistent Uses:** To support decisions made by the Board concerning adjudicable grievances. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 065 **TBS Registration:** 000772 **Bank Number:** SRB PCE 701

### Requests for Review of Decisions

**Description:** This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. **Class of Individuals:** Individuals employed in the federal public service or Parliament who have filed with the Board a request to review, amend, alter or vary any decision made by the Board. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. **Consistent Uses:** To support decisions made by the Board concerning requests to review decisions. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 050 **TBS Registration:** 000777 **Bank Number:** SRB PCE 706

### Revocation of Certification of Bargaining Agents

**Description:** This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. **Class of Individuals:** Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. **Purpose:** The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff

Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. **Consistent Uses:** To support decisions of the Board concerning applications for revocation of certification of bargaining agents. **Retention and Disposal Standards:** Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 50 years and then transferred to the National Archives of Canada for archival purposes. **PAC Number:** 85-013 **Related to PR#:** SRB OSR 025 **TBS Registration:** 000775 **Bank Number:** SRB PCE 704

## Particular Banks

### Appointment of Arbitrators and Adjudicators

**Description:** This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. **Class of Individuals:** Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. **Purpose:** The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. **Consistent Uses:** This bank is used to record and provide information on appointees. **Retention and Disposal Standards:** Records are retained for 25 years. **Related to PR#:** SRB OSR 155 **TBS Registration:** 002186 **Bank Number:** SRB PPE 802

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Attendance and Leave

### Conflict of Interest and Post-Employment Code

### Discipline

### Employee Personnel Record

### Employment Equity Program

### Grievances

### Identification and Building-Pass Cards

### Occupational Safety and Health

### Official Languages

### Parking

### Pay and Benefits

### Performance Reviews and Employee Appraisals

### Reliability Checks

### Security Clearances

### Staffing

### Training and Development

### Travel and Relocation

# Public Works and Government Services Canada

## Chapter 92

### Central Banks

#### Crown Housing Records

*Description:* This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. *Class of Individuals:* Federal employees. *Purpose:* Information in this bank is used for the administration of federal living accommodation. *Retention and Disposal Standards:* This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records. *PAC Number:* 79-008 *Related to PR#:* PWC PWC 040 *TBS Registration:* 000713 *Bank Number:* PWGSC PCE 701

#### Insurance Application Cards

*Description:* This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. *Class of Individuals:* All employees of the federal government and pensioners who are members of the various plans. *Purpose:* To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member service records. *Retention and Disposal Standards:* Records are destroyed one year after death of employee. *PAC Number:* 86-001 *TBS Registration:* 001375 *Bank Number:* PWGSC PCE 703

#### Public Service Pay Systems

*Description:* This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. *Class of Individuals:* Federal public servants. *Purpose:* The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act. *Consistent Uses:* Information enables the audit, reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. *Retention and*

*Disposal Standards:* Records for employees are destroyed when the employee has reached 70 years of age or one year after the employee's death. *Related to PR#:* SSC ROD 090 *TBS Registration:* 002596 *Bank Number:* PWGSC PCE 705

#### Public Service Pensions Data Bank

*Description:* This bank is composed of automated and manual files containing instruments of appointment, the vital statistics, documents, elections, notices, calculations, correspondence, service records, geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act, for annuitants under old pension acts and for their survivors. *Class of Individuals:* Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. *Purpose:* To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. *Consistent Uses:* The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. *Retention and Disposal Standards:* Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. *PAC Number:* 86-001 *TBS Registration:* 001374 *Bank Number:* PWGSC PCE 702

### Particular Banks

#### Appointments – Crown Corporations

*Description:* This bank contains the names, rank, appointment and expiry dates of Crown Corporations' Board of Directors within the Minister's portfolio. *Class of*

**Individuals:** Members of the Board of Directors of Crown Corporations **Purpose:** Information is used by the Minister and the Deputy Minister to appoint Board Members. **Consistent Uses:** This information is mostly used by the Minister and the Deputy Minister to appoint Board Members. **Retention and Disposal Standards:** Information will be retained up to two years after the departure of the Board Member. **Related to PR#:** PWGSC CIG 005 **TBS Registration:** 004014 **Bank Number:** PWGSC PPE 825

#### Employee Takeover Initiative

**Description:** This bank contains confidential personal information on employees who have submitted an Expression of Interest to the Deputy Minister of Public Works and Government Services Canada. The bank contains names, addresses, place of work and responses prepared to these individuals. It also contains responses to inquiries on the Employee Takeovers. **Class of Individuals:** Public Works and Governments Services Canada Employees **Purpose:** This bank exists to provide for the maintenance of an inventory of employees who have applied for Employee Takeovers within Public Works and Government Services Canada. **Consistent Uses:** This information is mostly used by the Deputy Minister and employees of the Corporate Implementation Group of PWGSC. **Retention and Disposal Standards:** This information will be retained for the duration of the Government policy on Employee Takeovers, a minimum of two years. **Related to PR#:** PWGSC CIG 005 **TBS Registration:** 004013 **Bank Number:** PWGSC PPE 820

#### Parking

**Description:** Information held in this Bank includes employee name, address, telephone number, payroll number, Personal Record Identifier (PRI) number, car, make and model and license plate number. **Class of Individuals:** Federal employees **Purpose:** The information is gathered from employees wishing to apply for PWGSC parking. **Consistent Uses:** Information is required to commence, end or amend parking payroll deductions. **Retention and Disposal Standards:** Retained for three years following the employee cancelling or relinquishing parking privileges. **Contact:** Manager, Operations Support, Real Property Services Branch. **TBS Registration:** 003745 **Bank Number:** PWGSC PPE 810

#### Special Audit Investigation Records

**Description:** Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation. **Class of Individuals:** Employees being investigated. **Purpose:** This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity. **Consistent Uses:** Information in this bank may be shared with the RCMP. **Retention and Disposal Standards:** Information is maintained for six years. **TBS Registration:** 000714 **Bank Number:** PWGSC PPE 815

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

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Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards 13486

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

## Revenue Canada

### Chapter 93

#### Particular Banks 1360 ✓

##### Activity Management and Corporate Costing Systems

**Description:** Data contained in this bank pertains to weekly activities performed by each employee and

includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports. **Class of Individuals:** Individuals identified in this bank are all employees of Revenue Canada, as well as staff

members who have been engaged under personal service contracts. **Purpose:** The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Records in this bank are maintained for two years. **TBS Registration:** 003544 **Bank Number:** RC PPE 811

#### Innovation and Excellence ✓

**Description:** The bank includes information about Revenue Canada's recognition and awards program, Innovation and Excellence, which was implemented on April 1, 1992. This program was initiated under the aegis of the federal government's Incentive Award Plan. The information may include the name of the employee; a synopsis of the achievements or suggestion; the employee group, level and work location; and award value. **Class of Individuals:** Departmental employees who have contributed to the Suggestion Award program or have been nominated for a Special Award, a Long Service Award or a Minister's Award **Purpose:** To assist in the administration of Innovation and Excellence.

**Consistent Uses:** This bank has not existed nationally since December 1993, although some local offices use it for local record keeping. Some records are maintained on file nationally. **Retention and Disposal Standards:** Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Head Office Section; financial records should be kept for 5 years then destroyed. The standards for the Awards system will be elaborated upon implementation and accessibility of our Awards system by our representatives across Canada. **TBS Registration:** 003212 **Bank Number:** RC PPE 810

#### Internal Investigations ✓

**Description:** This bank contains investigative reports and correspondence between departmental officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Current or former employees of a Revenue Canada and associated members of the general public. **Purpose:** The purpose of this bank is to record all information concerning alleged or suspected malfeasance arising from employee involvement and members of the general public associated with them, in violations of Revenue Canada legislation or of other laws which could adversely affect the interests of the Department. The information is used to determine an appropriate course of action, including recovery of monies owed to the Crown, disciplinary action against individuals or prosecution, and to comply with the

Financial Administration Act, the Public Officers' Guarantee Regulations and the Public Service Terms and Conditions of Employment Regulations. **Consistent Uses:** Information maintained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement/Investigation Agencies prescribed by other related laws and to the Department of Justice. **Retention and Disposal Standards:** Files are maintained for five years after cases are closed. **PAC Number:** 86-001 **TBS Registration:** 000004 **Bank Number:** RC PPE 813

#### Managerial and Confidential Exclusions ✓

**Description:** Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level, the effective date of the termination of union dues checkoff. The information with respect to the termination of union dues checkoff is attached to the employee personnel record. **Class of Individuals:** Employees of Revenue Canada occupying or have occupied a managerial or confidential excluded position. **Purpose:** The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Department. It is the only official record of such positions. **Retention and Disposal Standards:** Information is retained until the position is de-excluded. **PAC Number:** 86-001 **TBS Registration:** 000003 **Bank Number:** RC PPE 812

#### Personal Loan Cards ✓

**Description:** This bank consists of cards maintained to record the issuance of equipment such as briefcases, portfolios, and portable calculators to departmental employees. The card was revised in 1986 to no longer include the social insurance number. All older cards that still contain the social insurance number will be purged from the system as the equipment is returned from loan and the cards completed. **Class of Individuals:** Employees of Revenue Canada. **Purpose:** To maintain control over the location of specific types of equipment. **Retention and Disposal Standards:** Files are retained for two years after return of equipment. **PAC Number:** 78-001 **TBS Registration:** 001764 **Bank Number:** RC PPE 806

#### Revenue Canada Departmental Operations and Staff Matters Bank ✓

**Description:** This information bank relates to the investigation of departmental employees emanating from allegations of fraud, defalcation, bribe, or breaches of conduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Departmental employees who are, or who have been, under investigation for fraud, defalcation, bribe or breaches of conduct. **Purpose:** The information is compiled to carry out investigations of such employees. **Retention and Disposal Standards:** Records in this bank are retained for five years. **TBS Registration:** 002026 **Bank Number:** RC PPE 803

### Revenue Canada Employee Classification Audit Report Files

**Description:** This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Revenue Canada employees. **Purpose:** The purpose of the bank is to provide a record of all classification audits completed. **Consistent Uses:** It also provides management with required information on positions audited within the last two years. **Retention and Disposal Standards:** Records in this bank are maintained for a period of two years after completion of an audit. **Related to PR#:** RC MSB 918 **TBS Registration:** 002025 **Bank Number:** RC PPE 802

### Revenue Canada Leave and Overtime Reporting System

**Description:** Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of Revenue Canada with the exception of terms under three months. **Class of Individuals:** Employees of the Department **Purpose:** The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over three months, of district offices and head office. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission via the Public Works and Government Services Canada to meet Treasury Board requirements for ALOSS reporting. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. **Retention and Disposal Standards:** Current year plus two. **TBS Registration:** 003543 **Bank Number:** RC PPE 804

### Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

**Description:** The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behaviour of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. **Class of Individuals:** Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. **Purpose:** The purpose of this bank is to maintain up-to-date the evolution of the student on this pass/fail training program. Also, this bank is to maintain records for reference purposes to evaluate

performance and to assist in career planning and future work assignments. **Retention and Disposal Standards:** Records are retained for two (2) years after completion of the particular training. **PAC Number:** 86-001 **TBS Registration:** 000002 **Bank Number:** RC PPE 801

### Supervisory In-Basket Exercise Results System

**Description:** Information in the bank includes Supervisory In-Basket Exercise results, date of test, last name, first name and initials, social insurance number or personal record identifier, sex, date of birth, home address, work and home telephone numbers, number of years of service, education, membership in designated employment equity groups and group and level of the candidates. **Class of Individuals:** Records in this bank apply to only those individuals who have written the Supervisory In-Basket Exercise for a staffing competition. Access will not be permitted without adequate proof of identification and/or authority. **Purpose:** This information bank was established to provide the Research and Development Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one competition to another, analyzing test results and allowing for collection of follow-up data for research purposes. **Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes. **TBS Registration:** 003211 **Bank Number:** RC PPE 807

### Word Processing Equipment Training Reports

**Description:** This bank relates to the training of departmental employees on word processing equipment and contains samples of the work performed during training, comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. This bank also contains a command summary. Access will not be permitted without adequate proof of identification and/or the necessary authorization. **Class of Individuals:** Employees of Revenue Canada. **Purpose:** This bank is used to provide a history of employees' training on word processing equipment. **Retention and Disposal Standards:** Records in the bank are retained for five years. **TBS Registration:** 002027 **Bank Number:** RC PPE 805

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Conflict of Interest and Post-Employment Code ✓

Discipline ✓

Employee Assistance ✓

Employee Personnel Record ✓

Employment Equity Program ✓

Grievances ✓

Harassment ✓

Identification and Building-Pass Cards ✓

Incentive Awards ✓ D-11-2 1380 ✓

Occupational Safety and Health ✓

Official Languages ✓

Parking ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Reliability Checks ✓

Security Clearances ✓

Staffing ✓

Training and Development ✓

Travel and Relocation ✓

Vehicle, Ship, Boat and Aircraft Accidents ✓

## Royal Canadian Mint

### Chapter 94

#### Particular Banks ✓ 1392

##### Attendance and Leave

**Description:** This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to support administration of employee attendance and leave within the RCM. **Consistent Uses:** To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism.

**Retention and Disposal Standards:** Records are destroyed two years after the expiry of the fiscal year.

**TBS Registration:** 002266 **Bank Number:** RCM PPE 805

##### Conflict of Interest ✓

**Description:** This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. **Class of Individuals:** This information relates to Mint employees. **Purpose:** The purpose of this bank is to maintain information about apparent, potential and actual conflict of interest situations for employees of the Mint. **Consistent Uses:** To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. **Retention and Disposal Standards:** Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are

destroyed. **TBS Registration:** 003360 **Bank Number:** RCM PPE 802

##### Discipline ✓

**Description:** This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. **Consistent Uses:** This information is used to support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. **Retention and Disposal Standards:** The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. **TBS Registration:** 002269 **Bank Number:** RCM PPE 808

##### Employment Equity Program ✓

**Description:** The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. **Class of Individuals:** The information relates to employees of the RCM. **Purpose:** This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is

collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. **Consistent Uses:** This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 003361 **Bank Number:** RCM PPE 803

#### Grievances

**Description:** This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to record information used through all levels of the grievance procedure. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. **Retention and Disposal Standards:** Three years following date of resolution the records are destroyed. **TBS Registration:** 002268 **Bank Number:** RCM PPE 807

#### Labour Time Reporting – Computerized Employee Master File

**Description:** Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. **Consistent Uses:** This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. **Retention and Disposal Standards:** The information is retained for two years. Termination of this bank is indefinite. **TBS Registration:** 003362 **Bank Number:** RCM PPE 801

#### Official Languages

**Description:** This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official

language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. **Consistent Uses:** The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. **Retention and Disposal Standards:** Two years after last documentation the records are destroyed. **TBS Registration:** 002267 **Bank Number:** RCM PPE 806

#### Performance Reviews and Employee Appraisals

**Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. **Class of Individuals:** Employees of the RCM. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. **Consistent Uses:** This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. **Retention and Disposal Standards:** Records are destroyed after three years. **TBS Registration:** 002270 **Bank Number:** RCM PPE 809

#### Staffing

**Description:** The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) **Class of Individuals:** Employees of the RCM and job applicants who are members of the general public. **Purpose:** This bank provides a record of the information used in staffing positions in the Royal



Canadian Mint. **Consistent Uses:** To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. **Retention and Disposal Standards:** The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. **TBS Registration:** 002265 **Bank Number:** RCM PPE 804

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance ✓  
 Employee Personnel Record ✓  
 Harassment ✓  
 Identification and Building-Pass Cards ✓  
 Occupational Safety and Health ✓  
 Parking ✓  
 Pay and Benefits ✓  
 Security Clearances ✓  
 Training and Development ✓  
 Travel and Relocation ✓  
 Vehicle, Ship, Boat and Aircraft Accidents ✓

# Royal Canadian Mounted Police

## Chapter 95

### Particular Banks

#### Auxiliary Police ✓

**Description:** This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as auxiliary police. **Purpose:** Compiled in the employment process of applicants for auxiliary police. **Consistent Uses:** This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival

or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001021 **Bank Number:** CMP PPE 809

#### Employment Equity Program 370

**Description:** This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. **Class of Individuals:** Regular, civilian and special constable members, and applicants to the RCMP. **Purpose:** Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set goals for visible minority participation within the RCMP, under the authority of the

employment equity Act. **Consistent Uses:** The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. **PAC Number:** 86-001 **TBS Registration:** 002103 **Bank Number:** CMP PPE 818

### Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities

**Description:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental,

public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in the Personal Information Index under the Department of Veteran Affairs. **Class of Individuals:** Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities. **Purpose:** To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes.

**Consistent Uses:** Medical files are used by the Director Health Services (DHS) or Health Services Officers (HSO) to assess members' suitability to perform various duties, including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of an HSO or DHS exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in

compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Records are retained at least until file subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 922 **TBS Registration:** 001020 **Bank Number:** CMP PPE 808

### Personnel Files on Municipal Employees Serving the RCMP ✓

**Description:** The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served the RCMP as municipal employees. **Purpose:** Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001023 **Bank Number:** CMP PPE 811

### Police Casuals/Temporary Civilian Employees ✓

**Description:** This bank contains personal information on individuals who are currently or who have served in the RCMP as police casuals. Information in this bank provides

a chronological overview of the individual's service in the RCMP and contains application forms for employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served as police casuals/temporary civilian employees. **Purpose:** Compiled in the employment process of applicants for police casual/temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. **Consistent Uses:** This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001022 **Bank Number:** CMP PPE 810

### RCMP General Administrative Records ✓

**Description:** This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. **Class of Individuals:** This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services. **Purpose:** This information is used

for the internal administration of the RCMP. **Consistent Uses:** This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years, after which it is disposed of. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 78-001 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001019 **Bank Number:** CMP PPE 807

#### RCMP Member Conflict of Interest and Post Employment Code

**Description:** The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. **Class of Individuals:** All members of the RCMP. **Purpose:** The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. **Consistent Uses:** The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained by the RCMP for the duration of employment plus two years, after which time records are destroyed.

**PAC Number:** 86-001 **TBS Registration:** 002102 **Bank Number:** CMP PPE 815

#### RCMP Member Discipline and Quashed Discipline Records

**Description:** This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 – RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. **Purpose:** This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. **Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance

Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001017 **Bank Number:** CMP PPE 805

### RCMP Member Grievance Records ✓

**Description:** This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). **Class of Individuals:** This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. **Purpose:** This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. **Consistent Uses:** This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National

Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 926 **TBS Registration:** 001016 **Bank Number:** CMP PPE 804

### RCMP Member Personnel Records ✓

**Description:** Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers, commendations, awards, notification of shortcomings and related documents, language results, linguistic profiles. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Official languages Information System (OLIS), the RCMP Office Support System (ROSS). **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** The bank is used to make decisions on promotion, postings and continued service. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and

compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001013 **Bank Number:** CMP PPE 801

### RCMP Member Service Records ✓

**Description:** Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. **Purpose:** This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. **Consistent Uses:** This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 803 – (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE 805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the

RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. **Retention and Disposal Standards:** Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001014 **Bank Number:** CMP PPE 802

### RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings ✓

**Description:** This bank contains career resumes, performance indicators, recommendations of Transfer/Promotion Boards or assessment boards, results of promotional exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank". **Class of Individuals:** Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. **Purpose:** This information is used to select candidates for promotion and appointment to commissioned rank and staff positions in review of Grievances arising from these actions. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 – (Applicants' Records); CMP PPU 090 – (Honours and Awards); CMP PPE 801 – (RCMP Member Personnel Records); CMP PPE 802 – (RCMP Member Service Records); CMP PPE 804 – (RCMP Member Grievance Records); CMP PPE

805 – (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 – (RCMP Member's Pay Records); CMP PPE 815 – (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 – (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69-164 **Related to PR#:** CMP CMP 920 **TBS Registration:** 001015 **Bank Number:** CMP PPE 803

### RCMP Member's Pay Records C✓281

**Description:** Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the Department of Supply and Services which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. **Purpose:** This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Department of Supply and Services for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. **Consistent Uses:** This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member Grievance Records (CMP PPE 804); RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data

regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 78-001 **Related to PR#:** CMP CMP 925 **TBS Registration:** 001018 **Bank Number:** CMP PPE 806

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

- Attendance and Leave ✓
- Conflict of Interest and Post-Employment Code ✓
- Discipline ✓
- Employee Assistance ✓
- Employee Personnel Record ✓
- Employment Equity Program ✓
- Grievances ✓
- Harassment ✓
- Identification and Building-Pass Cards ✓
- Occupational Safety and Health ✓
- Official Languages ✓
- Parking ✓
- Pay and Benefits ✓
- Performance Reviews and Employee Appraisals ✓
- Security Clearances ✓
- Staffing ✓
- Training and Development ✓
- Travel and Relocation ✓
- Vehicle, Ship, Boat and Aircraft Accidents ✓

# Royal Canadian Mounted Police External Review Committee

## Chapter 96

### Particular Banks

#### RCMP Member Discharge and Demotion References

*630*  
**Description:** This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee. Compulsory discharge material for misconduct and criminal offences may be located in ERC PPE 803 "RCMP Member Formal Discipline References". In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material divided to expedite the processing of their requests. **Class of Individuals:** Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discharge and demotion case files meeting specific criteria. **TBS Registration:** 002874 **Bank Number:** ERC PPE 801

#### RCMP Member Discipline References

**Description:** This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. The information can include the following reports: cautionings, reprimands, adjudication board proceedings, appeals, boards and related correspondence; suspensions, quashed rulings, court decisions, correspondence concerning alleged misconduct, compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External Review Committee in dealing with formal discipline cases

referred to the Committee pursuant to the RCMP Act.

**Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discipline case files meeting specific criteria. **TBS Registration:** 002876 **Bank Number:** ERC PPE 803

#### RCMP Member Grievance References

**Description:** This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. **Class of Individuals:** Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee. **Purpose:** The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act. **Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. **Retention and Disposal Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria. **TBS Registration:** 002875 **Bank Number:** ERC PPE 802

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Attendance and Leave

#### Conflict of Interest and Post-Employment Code

#### Discipline

#### Employee Assistance

#### Employee Personnel Record

#### Employment Equity Program

#### Grievances

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Identification and Building-Pass Cards

Incentive Awards **648**

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

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## Royal Canadian Mounted Police Public Complaints Commission

### Chapter 97

#### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

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## Security Intelligence Review Committee

### Chapter 98

#### Particular Banks

##### Personal Services Contracts

**Description:** This bank contains information on individuals who have signed personal services contracts with the Committee. The bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. **Class of Individuals:** Individuals who currently have, or formerly had, a contract with the Committee. **Purpose:** The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts.

**Consistent Uses:** The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract.

**Retention and Disposal Standards:** Files have been retained since the establishment of the Committee in 1984. **TBS Registration:** 003017 **Bank Number:** SIR PPE 803

##### Records

**Description:** This bank contains personal information on individuals who are currently, or have been, employees of the Security Intelligence Review Committee, with respect to such material as personal evaluation forms, career résumés and job descriptions. This bank also contains correspondence relating to the administration of pay and benefits. The information was obtained to make decisions concerning hiring, promoting, transfers and continued service, and also to provide documentation for the administration of pay and benefits to Committee employees. Consistent uses are for planning, evaluation and statistical analysis and for the administration of the pay and benefits of Committee employees. **Bank Number:** SIR PPE 801

# Social Sciences and Humanities Research Council of Canada

## Chapter 99

### Particular Banks

#### Staffing

*Description:* The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notation of staffing decisions may also appear in the Employee Personnel Record.) *Class of Individuals:* Employees of Council and candidates for employment with Council. *Purpose:* The information is used to select candidates and staff positions. *Retention and Disposal Standards:* Information is retained for two years. *PAC Number:* 81-028 *TBS Registration:* 002434 *Bank Number:* SHR PPE 802

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave  
Conflict of Interest and Post-Employment Code  
Discipline  
Employee Assistance  
Employee Personnel Record  
Employment Equity Program  
Grievances  
Harassment  
Identification and Building-Pass Cards  
Incentive Awards  
Occupational Safety and Health  
Official Languages  
Parking  
Pay and Benefits  
Performance Reviews and Employee Appraisals  
Reliability Checks  
Security Clearances  
Training and Development  
Travel and Relocation  
Vehicle, Ship, Boat and Aircraft Accidents

# Solicitor General Canada, Ministry Secretariat

## Chapter 100

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Attendance and Leave

#### Conflict of Interest and Post-Employment Code

#### Employee Personnel Record

#### Employment Equity Program

#### Grievances

#### Harassment

#### Identification and Building-Pass Cards

#### Official Languages

#### Parking

#### Pay and Benefits

#### Performance Reviews and Employee Appraisals

#### Reliability Checks

#### Security Clearances

#### Staffing

#### Training and Development

#### Travel and Relocation

#### Vehicle, Ship, Boat and Aircraft Accidents

# St. Lawrence Seaway Authority, The

## Chapter 101

### Particular Banks

#### Bridge Passes

*Description:* This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. *Class of Individuals:* Employees. *Purpose:* The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. *Retention and Disposal Standards:* Five years after cancellation or non-renewal. *PAC Number:* 85-001 *TBS Registration:* 000641 *Bank Number:* SLS PPE 801

#### Check-off union dues

*Description:* The Bank provides a detailed yearly report related to union dues deductions. *Class of Individuals:* Unionized employees of the institution. *Purpose:* The purpose is to establish the amount of union dues that will be paid by each employees who are unionized with "The Canadian Brotherhood of Railway, Transport and General Workers" (CBRT & GW) during a year following a general salary increase. *Consistent Uses:* The information is forwarded to the CBRT & GW for the purpose described above. *Retention and Disposal Standards:* Two years. *TBS Registration:* 002829 *Bank Number:* SLS PPE 805

#### Confederation-Life Insurance Reports

*Description:* This bank contains individual Seaway employee data related to insurance coverage matters. *Class of Individuals:* Employees of the institution. *Purpose:* The Confederation Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances. *Consistent Uses:* See "Purpose" above. *Retention and Disposal Standards:* Two years. *TBS Registration:* 002830 *Bank Number:* SLS PPE 806

#### Conflict of Interest

*Description:* This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000663 *Bank Number:* SLS PPE 802

#### Grievances

*Description:* This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration. *Consistent Uses:* Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to and including arbitration. *Retention and Disposal Standards:* Three years following date of resolution or date of decision by the arbitrator, the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000651 *Bank Number:* SLS PPE 803

#### Incentive Awards

*Description:* This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. *Class of Individuals:* Employees of the institution. *Purpose:* To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). *Consistent Uses:* See "Purpose" above. *Retention and Disposal Standards:* Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. *TBS Registration:* 002828 *Bank Number:* SLS PPE 804

#### Pension Plan Records

*Description:* The bank contains individual data pertaining to the Pension Plan. *Class of Individuals:* Employees of the institution. *Purpose:* The purpose is to report total remittances to superannuation fund during the year based on employee deduction. *Consistent Uses:* The Department of Supply and Services, Superannuation Branch, insures that total deductions balance with total remittance. *Retention and Disposal Standards:* Seven years. *TBS Registration:* 002831 *Bank Number:* SLS PPE 807

#### Taxation Records

*Description:* The bank contains individual Seaway active and some retired employees data related to salary and various deductions including taxes. *Class of Individuals:* Active and retired employees of the institution. *Purpose:*

The purpose is to comply with Revenue Canada requirements. **Consistent Uses:** To determine individual Income and Taxes. **Retention and Disposal Standards:** Six years. **TBS Registration:** 002832 **Bank Number:** SLS PPE 808

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓

Discipline ✓

Employee Assistance ✓

Employee Personnel Record ✓

Employment Equity Program ✓

Harassment ✓

Identification and Building-Pass Cards ✓ ID 1326 ✓

Occupational Safety and Health ✓

Official Languages ✓

Pay and Benefits ✓

Performance Reviews and Employee Appraisals ✓

Security Clearances ✓

Staffing ✓

Training and Development ✓

Travel and Relocation ✓

Vehicle, Ship, Boat and Aircraft Accidents ✓

## Standards Council of Canada

### Chapter 102

## Particular Banks

Attendance and Leave ✓

**Description:** This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. **Class of Individuals:** Standards Council of Canada employees. **Purpose:** Information is obtained for the administration of employee attendance and leave. **Consistent Uses:** To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment. **Retention and Disposal Standards:** The records are destroyed two years after expiry of fiscal year. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003025 **Bank Number:** SDC PPE 802

Conflict of Interest and Post-Employment Code ✓

**Description:** This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. **Class of Individuals:** Employees of SCC. **Purpose:** The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of

interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. **Consistent Uses:** To resolve situations of potential and actual conflicts of interest. **Retention and Disposal Standards:** Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. **Related to PR#:** SCC AFB 903 **TBS Registration:** 003209 **Bank Number:** SDC PPE 805

Employee Personnel Record ✓

**Description:** This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments,

transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. **Class of Individuals:** Employees of the institution. **Purpose:** To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. **Consistent Uses:** To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; and to National Health and Welfare for pension purposes. **Retention and Disposal Standards:** Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. **TBS Registration:** 003027 **Bank Number:** SDC PPE 804

### Reliability Checks

**Description:** This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks.

**Class of Individuals:** Successful candidates who have applied for work within the institution, by way of appointment. **Purpose:** To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. **Consistent Uses:** To support decisions on hiring and termination of employment.

**Retention and Disposal Standards:** The information is destroyed two years after the employee leaves the institution. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003026 **Bank Number:** SDC PPE 803

### Training and Development

**Description:** This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. **Class of Individuals:** Employees of the Institution. **Purpose:** To provide documentation for the administration of training and development programs. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. **Retention and Disposal Standards:** Records are destroyed two years after completion of the particular training and development undertaken by an employee. **PAC Number:** 85-001 **Related to PR#:** SCC AFB 903 **TBS Registration:** 003024 **Bank Number:** SDC PPE 801

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

### Pay and Benefits

### Performance Reviews and Employee Appraisals

# Statistics Canada

## Chapter 103

### Particular Banks

#### Federal Investigative Body Requests ✓

**Description:** This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. **Class of Individuals:** Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. **Purpose:** This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. **Consistent Uses:** There are currently no other uses for this data bank. **Retention and Disposal Standards:** Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. **PAC Number:** 78-001 **Related to PR#:** STC DAC 615 **TBS Registration:** 001603 **Bank Number:** STC PPE 802

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓  
 Conflict of Interest and Post-Employment Code ✓  
 Discipline ✓  
 Employee Assistance ✓  
 Employee Personnel Record ✓  
 Employment Equity Program ✓  
 Grievances ✓  
 Harassment ✓  
 Identification and Building-Pass Cards ✓  
 Incentive Awards D #1 ✓  
 Occupational Safety and Health ✓  
 Official Languages ✓  
 Parking ✓  
 Pay and Benefits ✓  
 Performance Reviews and Employee Appraisals ✓  
 Security Clearances ✓  
 Staffing ✓  
 Training and Development ✓  
 Travel and Relocation ✓  
 Vehicle, Ship, Boat and Aircraft Accidents ✓

# Status of Women Canada

## Chapter 104

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave ✓  
 Conflict of Interest and Post-Employment Code ✓  
 Discipline ✓  
 Employee Assistance ✓  
 Employee Personnel Record ✓  
 Employment Equity Program ✓  
 Grievances ✓  
 Harassment ✓  
 Identification and Building-Pass Cards ✓  
 Occupational Safety and Health ✓  
 Official Languages ✓  
 Pay and Benefits ✓  
 Performance Reviews and Employee Appraisals ✓  
 Security Clearances ✓  
 Staffing ✓  
 Training and Development ✓  
 Travel and Relocation ✓

# Transport Canada

## Chapter 105

### Particular Banks

#### Employee Assistance Program (EAP)

**Description:** This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics.

**Class of Individuals:** Transport Canada employees using counselling services. **Purpose:** The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs. **Consistent Uses:** To support counsellor decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). A global data bank is used to determine general program needs and trends. **Retention and Disposal Standards:** The records are destroyed two years following the date of the most recent employee assistance activity. **PAC Number:** 86-001 **TBS Registration:** 001069 **Bank Number:** DOT PPE 803

#### Employment Continuity Program

**Description:** This bank contains information on employees affected by an adjustment within the workforce. This information pertains to the employees, positions, ECP status, redeployment considerations and retraining. **Class of Individuals:** Employees of Transport Canada. **Purpose:** The purpose of this bank is to inform the administrative personnel of the Employment Continuity Program and to support and document decisions regarding workforce adjustment, specifically as it pertains to redeployment and retraining of affected employees. **Retention and Disposal Standards:** Files are kept for two years after latest administrative decisions. **PAC Number:** 86-001 **TBS Registration:** 002307 **Bank Number:** DOT PPE 807

#### Employment Equity – Self-Identification System

**Description:** This bank is under the control of the departmental Employment Equity Program. The files contain data collected from a voluntary self-identification survey for Transport Canada employees. The survey requests that employees volunteer information concerning personal characteristics: name, social insurance number and designated group status. The information will be updated through the attachment of survey questionnaires to the letter of offer to new employees. **Class of Individuals:** Transport Canada employees. **Purpose:** The bank is established to support Employment Equity analysis on the status of designated group members in the Department. It will reflect the current status of the employee population and will facilitate the equitable provision of program services to all designated groups. **Retention and Disposal Standards:** Individual files will be retained until the employee leaves the Department.

**PAC Number:** 86-001 **TBS Registration:** 001604 **Bank Number:** DOT PPE 804

#### Incentive Awards

**Description:** The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. **Class of Individuals:** Employees of the Department who have been nominated for awards under the federal government's Incentive Awards Plan or the departmental awards programs. **Purpose:** To identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan and the departmental awards programs. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002306 **Bank Number:** DOT PPE 808

#### Personnel Management System

**Description:** The Department maintains a personnel management information system on positions and employees. Data cover leave and attendance, pay and benefits, official languages, training, and resource utilization. The existing system has been redeveloped to automate pay transactions. **Class of Individuals:** Transport Canada employees. **Purpose:** The information is used as a management tool, as well as to interface with central agencies. **Retention and Disposal Standards:** Files are retained for five years (subject to review). **PAC Number:** 86-001 **TBS Registration:** 001073 **Bank Number:** DOT PPE 801

#### Personnel Profiles

**Description:** Contains personnel profiles of employees of the Airports Group in the Ontario Region. This information will include names, positions, work locations, qualifications, job interests and career aspirations of these employees. **Class of Individuals:** Employees of Airports Group, Ontario Region. **Purpose:** To assist management in planning the training and development of its employees. **Consistent Uses:** Information collected is used by management to facilitate the matching of the organization's needs to employees' interests and career aspirations. **Retention and Disposal Standards:** Files

are kept for three years and are subsequently destroyed.  
**TBS Registration:** 003201 **Bank Number:** DOT PPE 817

#### Training – ATC and FSS Student Progress

**Description:** This bank contains personal data including social insurance number, examination results, student progress during training, and correspondence related to student's participation in the training for Air Traffic Controllers or Flight Service Specialists. **Class of Individuals:** Students selected from general recruitment to participate in training; if successful, students become employees of Transport Canada. **Purpose:** To provide documentation for the management of ATC and FSS training. **Consistent Uses:** To monitor progress of students on training and to certify achievements of employees. If students become employees, data is matched to Performance Reviews and Employee Appraisals and Employee Personnel Record. If not an employee, no link or match to any other bank. **Retention and Disposal Standards:** Records are destroyed two years after failure or abandonment of the selection process. **TBS Registration:** 003202 **Bank Number:** DOT PPE 815

#### Training and Development

**Description:** This bank contains personal data including course applications and evaluations; social insurance number; employment equity designated group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. **Class of Individuals:** Employees of the Department of Transport and others who take departmentally-sponsored training programs. **Purpose:** The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. **Consistent Uses:** To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity

programs. **Retention and Disposal Standards:** Records are destroyed five years after completion of the particular training and development undertaken by an employee.  
**TBS Registration:** 003356 **Bank Number:** DOT PPE 805

#### Transportation of Dangerous Goods Inspector

**Description:** This form collects information regarding applicants to allow TDG to issue an inspector's certificate. **Class of Individuals:** Individuals who meet the requirements for certification under Part XIII of the TDG Regulations. **Purpose:** Information is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. **Consistent Uses:** Information on application is required as per the TDG Act, 1992 and Part XIII of TDG Regulations and is used for purpose of issuance of inspectors' certificates. Information on certificate portion used by inspectors as identification at facilities inspected. **Retention and Disposal Standards:** The documents are retained for five years and can be renewed for a subsequent five years.  
**TBS Registration:** 002689 **Bank Number:** DOT PPE 812

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

#### Attendance and Leave

#### Conflict of Interest and Post-Employment Code

#### Discipline

#### Employee Personnel Record

#### Employment Equity Program

#### Grievances

#### Harassment

#### Identification and Building-Pass Cards

#### Occupational Safety and Health

#### Official Languages

#### Parking

#### Pay and Benefits

#### Performance Reviews and Employee Appraisals

#### Security Clearances

#### Travel and Relocation

#### Vehicle, Ship, Boat and Aircraft Accidents

# Transportation Safety Board of Canada

## Chapter 106

### Particular Banks

#### Employee Profiles

**Description:** This bank which includes an employee photograph, contains information on employees such as

position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés



and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well as the inclusion of new employees in the TSB. **Class of Individuals:** Current indeterminate and new employees. **Purpose:** This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. **Consistent Uses:** The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are numerous regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. **Retention and Disposal Standards:** Information on current employees is retained by the Board for the period of employment and will then be destroyed during a semi-annual update of this bank. **TBS Registration:** 002982 **Bank Number:** TSB PPE 805

#### Gerry Saull Trophy

**Description:** The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. **Class of Individuals:** TSB employees. **Purpose:** To identify employees who have been nominated for awards. **Consistent Uses:** The information in this bank is used to establish precedents for this award. **Retention and Disposal Standards:** Records are kept for six years and then transferred to National Archives. **TBS Registration:** 002983 **Bank Number:** TSB PPE 810

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

## Treasury Board of Canada Secretariat

### Chapter 107

#### Central Banks

##### Adjudication – Section 92 (PSSRA) References

**Description:** The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. **Consistent Uses:** The information in this bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years after which a 10 percent sample will be transferred to the National Archives of Canada for retention, and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440 **TBS Registration:** 001958 **Bank Number:** TBS PCE 708

##### Adjudication – Section 99 (PSSRA) References

**Description:** The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. **Class of Individuals:** This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. **Purpose:** The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. **Consistent Uses:** It is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440 **TBS Registration:** 001959 **Bank Number:** TBS PCE 709

## Certification

**Description:** This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. **Class of Individuals:** All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. **Purpose:** The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application, the intervenor's position, the position exclusion lists and the employer's representations. **Consistent Uses:** The information in this bank is used for reference and to provide background for research purposes. **Retention and Disposal Standards:** Records are retained for 25 years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 445 **TBS Registration:** 001960 **Bank Number:** TBS PCE 710

## Classification Grievances Tracking System

**Description:** This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank contains information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and deliberations. The system is linked with the Position and Classification Information System (PCIS). **Class of Individuals:** All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. **Purpose:** To maintain records of all classification grievances both delegated to departments and non-delegated. **Consistent Uses:** The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **PAC Number:** 78-020 **Related to PR#:** TBS PPB 415 **TBS Registration:** 001134 **Bank Number:** TBS PCE 707

## Classification Standards Review System

**Description:** This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed

classification data directly. Occupied positions are confirmed by verification with the incumbent System. **Class of Individuals:** Individuals occupying positions within the occupational groups under review. **Purpose:** The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. **Consistent Uses:** The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: there are no textual records. **TBS Registration:** 003559 **Bank Number:** TBS PCE 733

## Complaints by Bargaining Agents

**Description:** The bank contains representations made by complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. **Class of Individuals:** All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. **Purpose:** The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. **Consistent Uses:** Information in the bank is used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for 10 years, after which a 10 percent sample will be transferred to National Archives of Canada and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 470 **TBS Registration:** 001961 **Bank Number:** TBS PCE 711

## Employment Equity Data Bank

**Description:** This bank contains information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being Métis, Inuit or North American Indian, persons with disabilities and/or members of visible minority groups. The bank is used to identify those members of the public service who are in the minority designated groups – Métis, Inuit or North American Indian, persons with disabilities, and/or members of visible minority groups – for analysis purposes. The bank facilitates comparison of their representation in the Public Service to their presence in the Canadian workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to

identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Training and Development System (TDis), the Position and Classification Information System (PCIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File and the Appointment Information Management System and the Priority Administration System. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, years of service, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access self-identification information on him/herself should submit a written request, including his/her Personal Record Identifier.

**Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1.

**Purpose:** Self-identification information is collected under the authorities and obligations described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Treasury Board maintains personnel information systems on public service employees. This bank is the primary source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests.

**Retention and Disposal Standards:** Self-identification information pertaining to an individual is retained for a period of two years after the individual ceases to be an employee. Fiscal year master files are stored with the National Archives of Canada. **TBS Registration:** 003560 **Bank Number:** TBS PCE 706

#### **Enlargement of Time to Present a Grievance**

**Description:** The bank contains information and Public Service Staff Relations Board decisions on employee

requests for enlargement of time to present grievances.

**Class of Individuals:** Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances. **Purpose:** The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances.

**Consistent Uses:** The information in this bank is used for reference and to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for five years after which a 10 percent sample will be transferred to National Archives of Canada for retention and the rest will be destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 440, 470 **TBS Registration:** 001744 **Bank Number:** TBS PCE 721

#### **Entitlements and Deductions System**

**Description:** This bank contains individual federal employee data relating to pay and benefits. The employee record contains information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty

Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Electronic records: retained for 25 years and then destroyed. Textual records: retained for 10 years and then destroyed. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002321 **Bank Number:** TBS PCE 716

#### **Executive and Management Compensation System**

**Description:** This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System. **Class of Individuals:** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. **Consistent Uses:** The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. **Retention and Disposal Standards:** Five years after which the data is sent to National Archives for retention. National Archives has identified this data to be of historical value. **TBS Registration:** 002853 **Bank Number:** TBS PCE 730

#### **Executive Group Classification Information System**

**Description:** This bank contains classification information on individual Executive Group positions in the Public Service. **Class of Individuals:** All current federal employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process. **Consistent Uses:** Also used for research and statistical purposes. **Retention and Disposal Standards:** Data is kept for five years after which it is sent to the National Archives of Canada for retention as historical value. **TBS Registration:** 003583 **Bank Number:** TBS PCE 736

#### **Extra Duty Reporting System**

**Description:** This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning

personal characteristics, including sex, Personal Record Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: there are no textual records. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002322 **Bank Number:** TBS PCE 717

#### **Grievances**

**Description:** The bank contains information on grievances referred to adjudication which were withdrawn by the grievors. **Class of Individuals:** All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. **Purpose:** The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. **Consistent Uses:** The information in the bank is also used to provide background information for research purposes. **Retention and Disposal Standards:** Records are retained for five years after which a 10 percent sample will be transferred to the National Archives of Canada for retention and the rest destroyed. **PAC Number:** 69-003 (Amendment 11) **Related to PR#:** TBS SRB 470 **TBS Registration:** 001962 **Bank Number:**

TBS SRB 470 **TBS Registration:** 001962 **Bank Number:** TBS PCE 712

### Human Resources Information System

**Description:** This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the Incumbent System and quarterly by the Management Resource Information System. **Class of Individuals:** Individual members of the Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1. **Purpose:** The information bank is used to develop the Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies.

**Consistent Uses:** The information bank is used to develop Executive Group compensation plans and human resources policy initiatives and to monitor departmental compliance with policies. The information bank is used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office. Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: there are no textual records. **TBS Registration:** 002854 **Bank Number:** TBS PCE 731

### Incentive Awards

**Description:** The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. **Class of Individuals:** All employees of the public service who have been nominated for awards under the Incentive Awards Plan. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: retained for 10 years then transferred to the National Archives of Canada for permanent retention.

**PAC Number:** 76-016 (Amendment 1) **Related to PR#:** TBS APB 110 **TBS Registration:** 001133 **Bank Number:** TBS PCE 702

### Incumbent System

**Description:** This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, superannuation number and years of continuous/pensionable service. Also included is

information concerning collective bargaining, exclusions, bargaining agents and languages. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act.

**Retention and Disposal Standards:** Electronic records: transferred to the National Archives of Canada on a yearly basis for permanent retention. Textual records: there are no textual records. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002316 **Bank Number:** TBS PCE 723

### Leave Reporting System

**Description:** This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals. **Class of Individuals:** All current employees for whom Treasury Board is classed as

the employer under the Public Service Staff Relations Act.

**Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: retained for 10 years and then destroyed. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002323 **Bank Number:** TBS PCE 718

### Leave Without Pay System

**Description:** This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. **Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA,

the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave- without-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: retained for 10 years and then destroyed. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002325 **Bank Number:** TBS PCE 720

### Management Category Voluntary Early Retirement Incentive Program

**Description:** This bank contains information on the nature, purpose and eligibility requirements of the program, and departmental take-up reports showing the positions vacated and the amounts of incentive allowance paid to participants in the program. **Class of Individuals:** Members of the Management Category classified at levels SM to EX 5 who retired from the public service under the provisions of the 1985 Voluntary Retirement Incentive Program. **Purpose:** The purpose of the bank is to maintain information on the names and composition of the take-up group and the costs associated with the incentive program. **Consistent Uses:** Information is also used to administer the prohibition on both re-hiring through appointment and contracting for the services of former public servants who received a lump sum retirement incentive allowance, and to track the human resource impacts of the program. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. **Retention and Disposal Standards:** Records on individual cases are kept for 10 years, after which they are

destroyed. **PAC Number:** 69-003 (Amendment 14)  
**Related to PR#:** TBS PPB 380 **TBS Registration:**  
 001963 **Bank Number:** TBS PCE 722

### **Mobility File**

**Description:** This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. **Class of Individuals:** All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information is provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention to be determined. Textual records: there are no textual records. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002317 **Bank Number:** TBS PCE 724

### **National Joint Council Grievances**

**Description:** This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the grievor, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the grievor. **Class of Individuals:** Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. **Purpose:** Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 – Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC. **Consistent Uses:** Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents. **Retention and Disposal Standards:** Electronic records: retention to be determined. Textual records: Retained for 10 years and then transferred to the National Archives of Canada for permanent retention. **Related to PR#:** TBS PPB 450 **TBS Registration:** 002569 **Bank Number:** TBS PCE 735

### **Official Languages Information System (OLIS II)**

**Description:** OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file includes information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis. **Class of Individuals:** All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service Staff Relations Act) that are appointed on a full time indeterminate or part time determinate for more than three months. **Purpose:** Pursuant to the 1988 Official Languages Act, the President of the Treasury Board must submit an annual report to Parliament on the status of the Official Languages Program. **Retention and Disposal Standards:** The file is updated once a year and is retained for 25 years. **TBS Registration:** 002851 **Bank Number:** TBS PCE 703

### Personnel Management Information System

**Description:** The Personnel Management Information System contains individual federal employee personnel management data concerning personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. **Class of Individuals:** All federal employees for whom the Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** The bank was compiled to provide employers with personnel management statistical data in support of Treasury Board's role in collective bargaining with the public service unions; and to provide a record of employment for individual employees including a verification of employees by location within government institutions, for the use of both departments and central agencies. **Consistent Uses:** Statistical data is disclosed to the Employment Equity Data Bank in order to implement and evaluate government policies relating to employment equity. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **Related to PR#:** TBS ADM 921, 925 **TBS Registration:** 001957 **Bank Number:** TBS PCE 705

### Point of Contact (Assignment Service)

**Description:** This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results. **Class of Individuals:** Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment. **Purpose:** The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments. **Consistent Uses:** The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning. **Retention and Disposal Standards:** Records are retained for a period of two years after a candidate has withdrawn from the program and one year after completion of an assignment after which time they are destroyed. **TBS Registration:** 002870 **Bank Number:** TBS PCE 740

### Position and Classification Information System

**Description:** This bank contains individual federal employee data relating to position classification matters. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data. **Class of Individuals:** All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial

Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention to be determined. Textual records: there are no textual records. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002318 **Bank Number:** TBS PCE 725

### Position Exclusion System

**Description:** This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. **Class of Individuals:** All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support



human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: retained for 25 years and then destroyed. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002320 **Bank Number:** TBS PCE 714

#### Public Service Pension Cases

**Description:** This bank contains information used to make decisions in individual pension cases where no clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. **Class of Individuals:** Individuals who are subject to the following pension statutes: Public Service Superannuation Act, RCMP Superannuation Act, RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. **Purpose:** To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfillment of Treasury Board's obligation to administer pension statutes. **Consistent Uses:** The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension

plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic and textual records: retention period(s) are to be determined. **PAC Number:** 69-003 **Related to PR#:** TBS PPB 380 **TBS Registration:** 002568 **Bank Number:** TBS PCE 729

#### Relocation Policy Exceptions – Individual Cases

**Description:** This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. **Class of Individuals:** Any individuals whose relocation costs are partially or completely paid by the government. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. **Consistent Uses:** Information is used for research in policy development, and in considering other requests for relocation policy exceptions. **Retention and Disposal Standards:** Electronic records: retention to be determined. Textual records: retained for 10 years and then destroyed. **Related to PR#:** TBS PPB 360 **TBS Registration:** 002571 **Bank Number:** TBS PCE 727

#### Special Pension Plans

**Description:** This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors. **Class of Individuals:** Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act; employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. **Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfillment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. **Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records are retained for 25 years and then destroyed with the exception of records pertaining to Governors General, Lieutenant Governors General and Members of Parliament which are transferred to the Historical Branch

after 25 years. **TBS Registration:** 003561 **Bank Number:** TBS PCE 734

#### Submissions to Treasury Board

**Description:** This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. **Class of Individuals:** This information related to employees of the public service and, in pension cases, their dependants and survivors. **Purpose:** The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board.

**Retention and Disposal Standards:** Retention and disposal standards being finalized. **Note:** The information collected in this bank will be transferred to the Executive Group Classification Information System. Bank Number **TBS Registration:** 003562 **Bank Number:** TBS PCE 701

#### Training and Development Information System

**Description:** This bank contains individual federal employee data relating to training and development. The employee record contains information concerning personal characteristics, including sex, personal record identifier, date of birth, name and classification. Information is also included concerning the type, duration and location of training, as well as the various costs of the training. **Class of Individuals:** All current employees that have taken training or development courses/seminars and for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. **Purpose:** Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of training and development data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information

and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. **Consistent Uses:** Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: there are no textual records. **Related to PR#:** TBS SRB 510 **TBS Registration:** 002324 **Bank Number:** TBS PCE 719

#### Travel Policy – Individual Cases

**Description:** This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts' notes on individual cases pertaining to requests for travel policy exceptions. **Class of Individuals:** Any individuals seeking compensation that differs from the stated terms of the travel policy. **Purpose:** Information is compiled to maintain a record of individual cases where decisions were made relating to specific policy exceptions. **Consistent Uses:** Information is used for research regarding policy development, and in considering other requests for travel policy exceptions. **Retention and Disposal Standards:** Electronic and textual records: retention period(s) are to be determined. **Related to PR#:** TBS PPB 360 **TBS Registration:** 002570 **Bank Number:** TBS PCE 726

#### Workforce Adjustment Monitoring (WFAM) System

**Description:** This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). **Class of Individuals:** All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10) and who resigned prior to the end of their SURPLUS period between July 18, 1987 and March 31, 1991; who, in accordance with the WFA policy, receive lump-sum payments in lieu of their unfulfilled surplus period. **Purpose:** This system is used to monitor

the implementation and ongoing departmental compliance with the Work Force Adjustment Policies and Departure Incentive Programs. **Consistent Uses:** The WFAM system has been developed for the related policy groups in the Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving “cash-out” payments, as well as the amount and period for these payments. **Retention and Disposal Standards:** Electronic records: retention period to be determined. Textual records: there are no textual records. **TBS Registration:** 002855 **Bank Number:** TBS PCE 732

## Particular Banks

### Complaints – Canadian Human Rights Commission

**Description:** This bank contains complaints lodged against Treasury Board and related CHRC’s decisions, as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. **Class of Individuals:** This information relates to individuals who have lodged a CHRC complaint against Treasury Board. **Purpose:** The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board. **Consistent Uses:** Consistent uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** The retention period for this bank is 10 years then the files are destroyed. **TBS Registration:** 003563 **Bank Number:** TBS PPE 803

### Developmental Assignments Program

**Description:** This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. **Class of Individuals:** Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. **Purpose:** This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. **Consistent Uses:** The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes. **Retention and Disposal Standards:** Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments) on the Inventory. **Related to PR#:** PSC PCE 762 **TBS Registration:** 002869 **Bank Number:** TBS PPE 805

### Exemplary Service Awards

**Description:** The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat’s Exemplary Service Awards, including completed recommendation forms and other supporting data. **Class of Individuals:** All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. **Purpose:** The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat’s Exemplary Service Awards plan. **Consistent Uses:** The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. **Retention and Disposal Standards:** Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 25 years then destroyed. **Related to PR#:** TBS SEC 021 **TBS Registration:** 001581 **Bank Number:** TBS PPE 802

### Harassment Complaints

**Description:** This bank contains letters of harassment-at-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. The retention period for this bank is yet to be established. **Class of Individuals:** This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints. **Purpose:** The purpose of this bank is to record information necessary for responding to letters of harassment complaints. **Consistent Uses:** consistent uses are to provide specific and general documentation for research purposes. **Retention and Disposal Standards:** The retention period for this bank is 10 years then the files are sent to the National Archives. **Related to PR#:** TBS PPB 340 **TBS Registration:** 003582 **Bank Number:** TBS PPE 804

### Travel and Relocation and Other Expenses

**Description:** This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs, hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments. **Class of Individuals:** Employees of the Treasury Board Secretariat. **Purpose:** The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. **Consistent**

**Uses:** To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. **Retention and Disposal Standards:** Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. **PAC Number:** 85-001 **Related to PR#:** TBS PPB 080, 090 **TBS Registration:** 001135 **Bank Number:** TBS PPE 801

## Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

# Veterans Affairs Canada

## Chapter 108

### Central Banks

#### Employee Medical Records at Ste. Anne's Hospital

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. **Class of Individuals:** Federal public servants, former public servants and prospective public servants at Ste. Anne's Hospital.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. **Consistent Uses:** Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada. **Retention and Disposal Standards:** Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to the National Archives of Canada and are preserved in accordance with the regulations governing medical documents. **Related to PR#:** VAC-MVA-025 **TBS Registration:** 003645 **Bank Number:** VAC-PCE-705

### Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

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Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

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Staffing

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Vehicle, Ship, Boat and Aircraft Accidents

## **Western Economic Diversification Canada**

### Chapter 109

#### **Standard Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

**Attendance and Leave**

**Conflict of Interest and Post-Employment Code**

**Discipline**

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**Pay and Benefits**

**Performance Reviews and Employee Appraisals**

**Security Clearances**

**Staffing**

**Training and Development**

**Travel and Relocation**

**Vehicle, Ship, Boat and Aircraft Accidents**

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## **Yukon Territory Water Board**

### Chapter 110

Please note: Information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.