



City of Mississauga – Personal Information Bank Index

UPDATED 2023
LEGISLATIVE SERVICES

Introduction

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), Section 34(1), requires the City of Mississauga to maintain an updated Personal Information Bank and make it accessible to the public. According to MFIPPA, a Personal Information Bank refers to "a collection of personal information that is organized and retrievable using an individual's name, identifying number, or assigned particulars."

This register provides a description of the personal information maintained by each division within the City of Mississauga to support their respective programs and activities.

The Personal Information Bank includes the following:

- The title and type of the class of records
- The statute authorizing the collection of personal information
- The location of this class of records
- A description of the type of information that is maintained in this class of records
- The uses and users of the personal information maintained in this class of records
- A description of the types of individuals whose information is maintained in this class of records
- The retention and disposal (how long the information is kept).

Notwithstanding the official records retentions, some of the City databases have ongoing retention which are pending and/or under review. These are indicated by a * in the retention column. "T=" in the retention column refers to *trigger event*

Please note the Collection of Personal Information may also be subject to the legislative authority of approved City by-laws and corporate policies which can be found here:

<https://www.mississauga.ca/our-organization/policies/>

<https://www.mississauga.ca/council/by-laws/>

For more information about the Personal Information Bank Index, to request records in the custody or control of the City of Mississauga or to learn more about the Freedom of Information process, please visit:

<https://www.mississauga.ca/our-organization/submit-a-freedom-of-information-request/>



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Corporate Services
Department

Legislative Services

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-------------------------------|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------|
| Birth and Death Registrations | Network | Marriage Act, Vital Statistics Act, | Still-birth and Death including name, address, gender, date of birth | Registration of still-births, deaths | Clerk's Staff | Public | LA.23: Permanent |
| Marriage Licence Applications | Office of the City Clerk | Marriage Act | Name, address, religion, identification information of persons who have applied for a Marriage Licence | Maintain record of Marriage Licence applications | Clerk's Staff | All persons who have applied for Marriage Licence at Clerk's Office | LP.25: 1 year |
| Marriage Licensing System | Network | Marriage Act | Name and address of persons who have applied for a Marriage Licence | Maintain register of all marriages as required by Marriage Act | Clerk's Staff, Applicants who have requested search (within 3 months of issuance only). | All persons who have obtained Marriage Licence at Clerk's Office | LA.23: Permanent |
| Deputation Request | SharePoint | Municipal Act | Name, email, phone numbers, and address of applicants. | To make a deputation at council | Clerk's Staff | Public who wish to make a deputation at council | MG.20: 6 years |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|--------------------------------|------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Citizen Committee Members | BetterImpact (SaaS) | Municipal Act | Name, email, phone numbers, and address of applicants. Birth date optional. | Applications for volunteers who are interested in committees, appointed volunteers; to schedule interviews | Clerk's staff and Members of Council , Volunteer Program Coordinator, | Applicants and appointed members to committees of Council | MG.20: 6 years |
| Voters' List/Poll Lists | Office of the City Clerk, VoterView and Candidate Portal | Municipal Elections Act | Name, address, ownership status of all eligible electors in the City of Mississauga | Conduct Municipal Election | Public, City Staff, Candidates (at election time only and only for election purposes) | Eligible electors in the City of Mississauga | MG.15: 120 days + T T = Declaration of official results unless there is a court order or recount |
| Election Worker Information | Voterview | Municipal Elections Act | Name, address, email, phone numbers etc. work history | Conduct Municipal Election | City Staff, Candidates | Individuals applying to work during the municipal election | MG.16: 4 years |
| Endorsement Forms | Hardcopy- Office of the City Clerk | Municipal Elections Act | Name, address | Conduct Municipal Election | Public, City Staff, Candidates | Eligible electors who are endorsing a candidate for nomination | MG.16: 4 years |
| Candidate Financial Statements | Hardcopy- Office of the City Clerk and mississaugavotes.ca | Municipal Elections Act | Name, address and amount of contribution given by contributors | Conduct Municipal Election | Public (posted online as per Act), City Staff, Candidates | Eligible electors who contribute \$25 or more to a | MG.16: 4 years |



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|-------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------|
| | | | to a candidate's campaign | | | candidate's campaign | |
| Candidate Nomination Forms and supporting documents | Hard copy-Office of the City Clerk | Municipal Elections Act | Name, address, email, phone numbers | Conduct Municipal Election | Public, City Staff, Candidates | Individuals running for office during the election | MG.16: 4 years |
| Part I Certificates and Notice of Intention to Appear and Early Resolution Requests | Hardcopy- Provincial Offences Office, ICON database | Provincial Offence Act | Name, email, phone numbers, and address of defendants | To provide their Notice of Trial or Notice of Early resolution by mail as per the Provincial Offences Act ICON to make payment at any court location | The defendant and attached to the Part I certificate. The information is public for defendant's or any one to ask for the trial date or exparte date. | Public charged with a Provincial Offence | LA.26: T + 7 T= 31/Dec of the year calendar when the payment was received or case was closed |
| Part III Information | Hardcopy- Provincial Offences Office, ICON database | Provincial Offence Act | Name, email, phone numbers, and address of defendants | To provide their information on the ICON system so that they can pay at any court location also provide information to the defendant or agent when they call in for their date of trial or exparte trial | The information is public for defendant's or any one to ask of the trial date or exparte date. | Public charged with a Provincial Offence | LA.26: T + 7 T= 31/Dec of the year calendar when the payment was received or case was closed * |

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| APS Penalty Notices | CityAdmin System | City By-laws Parking, animal, mobile and business licensing, Municipal Act | Name, email, phone numbers, and address of defendants | To have on file to provide a decision by email, set up screening appointment or send them their decision by mail. | Courthouse staff, APS staff | Public charged with an administrative penalty | LA.26: T + 7 T= 31/Dec of the year calendar when the payment was received or case was closed |
| Freedom of Information Requests | Office of the City Clerk/ NORDAT Database | Municipal Freedom of Information and Protection of Privacy Act | Name, address, email, phone numbers, | To process Freedom of Information Requests , Request correction of personal information | Access and Privacy Officers, City Clerk, Deputy City Clerk | FOI requestors- Public | CA.13: 3 years |
| Public Petitions and Petition Cover Sheet with Organizer Information Sheet | Working File- Local Network | Council Procedure Bylaw 139-13 and the Petition to Council Policy 02-01-05. | Name, address, email, | To petition council related to an agenda item | Council Staff, City clerk, Legislative services staff, Petition is public | Petition originator and public who signed petition | MG.34: Permanent |

Corporate Business Services

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 311 Citizen Contact Centre Service Requests | Infor, Emails, TIA, CAMS and Max, TXM | Municipal Act | Name, address, phone number, email address, account number/roll number, voice | Record Public's request for service/complaint/compliment Follow up from Business Units/Clients | Business Units/Clients | Public | CA.13: Information Inquiries: 3 years PR.09: Complaints. 6 years PR.20: Customer Service. 6 years* |
| Digital Strategy and Experience Email subscription and distribution | Upaknee platform (SaaS) | Municipal Act | Email address | Sending marketing emails | Email marketing system administrators | Public | PR.01: 6 years PR.02: 6 years * |
| Online engagement service subscription | Bang the Table platform (SaaS) | Municipal Act | Email, postal code. | Newsletters, Surveys, engagement tools, | Staff system users | Public | PR.01: 6 years PR.02: 6 years * |
| Acquisition of Real Property Files | SharePoint /Central Records | Municipal Act, Corporate Policy 05-04-01 (Acquisition and Disposal of Interests in Real Property) | Name, mailing address, phone number, email address | Communicate with property owner/ facilitate agreement | Realty Services Staff, Legal Staff, Business unit staff responsible for land | Owners of Property engaging in agreements or negotiation | PO.10: Permanent |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
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| Disposition of Real Property Files | SharePoint /Central Records | Municipal Act, Corporate Policy 05-04-01 (Acquisition and Disposal of Interests in Real Property) | Name, mailing address, phone number, email address | Communicate with property owner/ facilitate agreement | Realty Services Staff, Legal Staff, Business unit staff responsible for land | Owners of Property engaging in agreements or negotiation | PO.11: T + 40 years T = Completion of transaction |
| Easement Agreements Files | SharePoint /Central Records | Municipal Act, Corporate Policy 05-04-01 (Acquisition and Disposal of Interests in Real Property) | Name, mailing address, phone number, email address | Communicate with property owner/ facilitate agreement | Realty Services Staff, Legal Staff, Business unit staff responsible for land | Owners of Property engaging in agreements or negotiation | PO.12: Permanent |
| License and Lease Agreements Files | SharePoint /Central Records | Municipal Act, Corporate Policy 05-04-01 (Acquisition and Disposal of Interests in Real Property) | Name, mailing address, phone number, email address | Communicate with property owner/ facilitate agreement | Realty Services Staff, Legal Staff, Business unit staff responsible for land | Owners of Property engaging in agreements or negotiation | PO.13: T + 6 T = Expiry of lease, land licence or agreement |
| Land Exchange Agreement Files | SharePoint /Central Records | Municipal Act, Corporate Policy 05-04-01 (Acquisition and Disposal of Interests in Real Property) | Names, addresses, phone number, email addresses | Communicate with property owner/ facilitate agreement | Realty Services Staff, Legal Staff, Business unit staff responsible for land | Owners of Property engaging in agreements or negotiation | PO.15: Permanent |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
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| Encroachment Agreement Files | SharePoint /Central Records | Municipal Act, Corporate Policy 05-04-01 (Acquisition and Disposal of Interests in Real Property) | Names, addresses, phone number, email addresses | Communicate with property owner/ facilitate agreement | Realty Services Staff, Legal Staff, Business unit staff responsible for land | Owners of Property engaging in agreements or negotiation | PO.16: T + 6 T = Termination of encroachment. |



Facility and Property Management

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|------------------------------|------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------|----------------------|
| Banning Files | Civic Centre – Ground Floor | Trespass to Property Act, Occupier's Liability Act, Public Works Protection Act | Name, address, date of birth, drivers' licence, duration of ban | Enforcement of ban – individuals who have been banned from City facilities | All security personnel | Offenders | PO.26: 6 years |
| Vehicle Licence Plate Number | City Hall – Ground Floor Security Office | Municipal Act | Name, employee number, parking sticker number, licence plate number | Administration of employee parking | All security personnel, Division Managers, Department Heads, Directors | All staff who have been issued parking stickers | LP.46: 6 years * |

Enforcement

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|------------------------------------------------|-------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------|-----------------------------------|-------------------------------------|
| Animal Licensing Information | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Owner information including, name, address, telephone number and credit card information | Animal registration | Animal Services staff involved in registration process | Public | LP.24: 6 years * |
| Animal Services Enforcement Related Collection | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Name, address, telephone, email address | Enforcement of by-law, investigations | Animal Services staff involved in Enforcement | Public | BL.04: 6 years * |
| Animal Adoption Related Records | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Name, Address Telephone, Email, Copy of Government of ID, Birthdates | To facilitate adoptions of Pets | Mississauga Animal Services | Public | CS.15: 6 years * |
| Animal Surrender Related Records | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Name, Address Telephone, Email, Copy of Government of ID, Birthdates | To facilitate the surrendering of an animal | Mississauga Animal Services | Public | CS.15: 6 years * BL.04: 6 years* |
| Finder (Stray) Records | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Name, Address Telephone, Email, Copy of Government of ID, Birthdates | investigation | Mississauga Animal Services | Public | CS.15: 6 years* |
| Protective Care Information Records | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Name, Address Telephone, Email, Copy of Government of ID, Birthdates | legitimize ownership of animal, facilitate short | Mississauga Animal Services | Public | CS.15: 6 years* BL.04: 6 years* |

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|--------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------|--------------------------------------------|---------------------------------------|
| | | | | term lodging of animal | | | |
| SCARF Donation Database | Chameleon Animal Licensing Database | Municipal Act, Animal Care and Control By-law | Name, Address ,Telephone, Email, financial information | Issue Tax Receipts | Mississauga Animal Services | Public who Donate to the Animal Shelter | FA.16: 6 years* |
| Licensing Information | Chameleon Animal Licensing Database, | Municipal Act, Animal Care and Control By-law | Name, Address Telephone, Email, Copy of Government of ID, Birthdates | facilitate licensing of Pets | Mississauga Animal Services | Public | LP.24: 6 years* |
| Business Licensing Application | Amanda Database | Municipal Act, Business Licensing Bylaw 01-06, Adult Entertainment Establishment Licensing By-law 507-2005, Medical Marihuana Licensing Bylaw 0057-2015, Methadone Licensing Bylaw 0166 2014, Short-Term Accommodation Licensing Bylaw 0289 2020 | Name, Address, Phone Number, Birthday, Email, Photo ID, Criminal Record check | Issue Operating Licenses | Licensing Clerks, MLEO assigned , Supervisor Management | Business Applicant, and partners/directors | LP.21: T + 6 T = Expiry of licence |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------|-----------------------------------|--------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------|-----------------------------------|-------------------------------------------------------|
| Swimming Pool Enclosure | SharePoint /MAX | Municipal Act, Swimming Pool Enclosure bylaw 0191 2011 | Name, Address, Phone Number, Email Address | Facilitate inspections and approval of private pool enclosures | Licensing Clerks, MLEO assigned , Supervisor Management | Homeowner/Authorized Agent | LP.12: T + 10 T = Certificate of Approval Issuance |
| Noise Exemption Applications | SharePoint | Municipal Act, Noise Control Bylaw 0360-1979 | Name, Address, Phone Number, Email Address | Facilitate applications to be exempt from subject by-law | Licensing Clerks, MLEO assigned , Supervisor Management | Homeowner/Authorized Agent | BL.08: 6 years |
| Fence Exemption Application | SharePoint | Municipal Act, Fence bylaw 0397 1978 | Name, Address, Phone Number, Email Address | Facilitate applications to be exempt from subject by-law | Licensing Clerks, MLEO assigned , Supervisor Management | Homeowner/Authorized Agent | BL.08: 6 years |
| Lighting Exemptions Application | SharePoint | Municipal Act, Nuisance Lighting Bylaw 0262 2012 | Name, Address, Phone Number, Email Address | Facilitate applications to be exempt from subject by-law | Licensing Clerks, MLEO assigned , Supervisor Management | Homeowner/Authorized Agent | BL.08: 6 years |
| Lottery Licensing | Charity Gaming Program/SharePoint | Municipal Act, ACGO, OCGA | Name, Address, Phone Number, Email Address, | Facilitate issuing Lottery Permits to Charitable Organizations | Licensing Clerks, MLEO assigned , Supervisor Management | Executive and Board Members | LP.22: T + 6 LP.23: T + 6 T = Expiry of licence |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-------------------------------------------|-----------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Letter of Authorization | SharePoint/Office | Municipal Act, | Name, Phone Number, Email Address, | Authorization to call for enforcement | 311 Citizen Contact Centre, Parking Enforcement Staff WOM | Property Owners/ Authorized Agent | BL.02: 6 years* BL.08: 6 years |
| Registered vehicle owner | Auto Process Ticketing System | Municipal Act, Traffic Bylaw | Name, Address | Send notice of unpaid fines, send tickets to plate denial | Parking Administration Staff, Court Administration Staff, MTO staff, | Registered Vehicle Owners | BL.02: 6 years* |
| Temporary Parking Permit | Online/Infor | Municipal Act, Traffic Bylaw | License plate, name, address | Issue temporary parking permit | Parking Staff, Enforcement Officers, Court Staff | Public | LP.52: 6 years* |
| Private Security Officer training program | SharePoint | Municipal Act, Traffic Bylaw | name, phone number, address, email address | schedule training courses | Parking Staff | Private Security Staff seeking authorization to ticket on private property | HR.19: 6 years* |
| Driver/Operator Application License | Physical Files- File room/ Amanda | Municipal Act, | Name, Address, Cell Number, DOB, Drivers License, email, work status, criminal history, physical description, driver history, vehicle ownership | Issue a city license | Mobile Licensing Staff | Drivers seeking a Mobile License | LP.13: T + 6 LP.48: T + 6 LP.52: 6 years T = Expiry of Licence |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------|--------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|------------------------------------------|----------------------------------------------------|---------------------------------------|------------------------------------------|
| | | | information, proof of identification (ID Card) | | | | |
| APS Issuance | Auto Process Ticketing System/ Mobile Licensing Inspector Database | Municipal Act, | name, address, DOB, driver license number, contact information, | to facilitate APS tickets | Mobile Licensing Staff, Courts Staff, Prosecutions | Individuals charged under by-law | BL.02: 6 years* |
| Special Events Application | Amanda Database/Physical File | Municipal Act, | Phone number, email, name | to facilitate special events | Mobile Licensing Staff | special event coordinator | LP.11: 6 years PR.04.SUBJECT: 6 years |
| Letter to Industry Members | SharePoint | Municipal Act, | address, vehicle ownership, contact info, plate information | correspond regarding issue with Licenses | mobile licensing staff, business support office | Drivers/Owners who have been licensed | LP:48: T + 6* T = Expiry of Licence |



City Manager's Office

Finance

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------|
| Property Tax Account | TXM | Municipal Act / Assessment Act Information provided on annual assessment roll from MPAC | Property location, owner, mailing address, tax liability, possibly other contact information such as phone number and email | Tax account maintenance | Property owner / Authorized Agent | Public | FA.08: 6 years FA.10: Permanent |
| Pre-Authorized Tax Payment (PTP) Application | TXM, SharePoint, Revenue Records | Municipal Act, Assessment Act | Banking details | Establishes automatic withdrawals for property tax payments | Finance | Public | FA.08: 6 years |
| Tax Rebate Application | SharePoint, Revenue Records | Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act | Property location, owner, mailing address, possibly other contact information such as phone number and email, SIN, GIS, ODSP | Confirmation of eligibility for tax rebate | Service Canada/Ministry of Community and Social Services (as req'd for verification purposes) | Public | FA.13: 6 years |
| Outdoor Maintenance Subsidy Application | SharePoint, Revenue Records | Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act | Property location, owner, mailing address, possibly other contact information such as phone number | Confirmation of eligibility for subsidy | Service Canada/Ministry of Community and Social Services (as req'd for verification purposes) | Public | FA.21: 6 years |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------------------|-----------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------|----------------------|
| | | | and email, SIN, GIS, ODSP | | | | |
| Tax Adjustment Application (Compassionate Appeal) | SharePoint, Revenue Records | Municipal Act / Assessment Act | Property location, owner, mailing address, possibly other contact information such as phone number and email, SIN, GIS, ODSP, Financial and/or health records | Information support for the Assessment Review Board to determine eligibility to cancel/reduce taxes | City / property owner / agent / Assessment Review Board (ARB) | Public | FA.13: 6 years |
| Accounts Receivable Invoices | SAP | Municipal Act / Assessment Act | Name, Address, Invoice Number, Account #, Invoice Amount and Payee has the option of entering Credit Card info on the bottom of the notice. | Information for outstanding Accounts Receivable Invoice | A/R Invoice Recipient - could be Government Customer, Sponsorship Customer or Other Customer | Public | FA.11: 6 years |
| Indemnity Agreement Application | SharePoint, Revenue Records | Municipal Act / Assessment Act | Name, address, proof of payment and possibly banking details | To refund or transfer payments made in error. | City/property owner | Public | FA.21: 6 years |



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| Provincial Offences Act (POA) defaulted fines (Final Notice) | CAMS | Provincial Offences Act | Same information as used by Courthouse Name, Address, Offence Number, Offence Description, Account ID, Outstanding Balance and Payee has the option of entering Credit Card info on the bottom of the notice. | Information for outstanding Provincial Offences Fine - Final Notice | Offender/ Collections staff | Public | FA.11: 6 years |
| Assessment Appeal - residential properties | SharePoint, Revenue Records | Municipal Act / Assessment Act | Property location, owner, mailing address, tax liability, possibly other contact information such as phone number and email | Information support for the Assessment Review Board to determine eligibility to adjust assessment values / property classification | City staff / Property owner / agent / Assessment Review Board (ARB) / MPAC | Public | LA.18: T + 6 T = Decision is made |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
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| Tax Loan (Expired program, with active files) | SharePoint, Revenue Records | Municipal Act / Assessment Act | Property location, owner, mailing address, tax liability, possibly other contact information such as phone number and email | Closed files for liens that have been discharged. Active files, information pertains to liens on tax accounts that maybe discharged upon full payment and/or sale of the property | City Legal/Owner/Lawyer(s) | Public | FA.47: T + 6 T= Until Loan is Fully Repaid |
| Tax Adjustment Application | SharePoint, Revenue Records | Municipal Act | Property location, owner, mailing address, possibly other contact information such as phone number and email | To determine eligibility for tax adjustment. | City / property owner /MPAC | Public | FA.13: 6 years |
| Charity Rebates | SharePoint, Revenue Records | Municipal Act | Possibly other contact information such as phone number and email (may not always be business contact information) | To determine eligibility for charity rebate | Region of Peel | Public | FA.21: 6 years |

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| Security Deposit: Cash or Letters of Credit held in City favour to provide financial protection against damage or loss to the City | MAX Database, Treasury SharePoint site | Municipal Act, Fees and Charges Bylaw | Client Name, Client Address, Email Address | Administer Security Deposits | Accounts Payable, City Divisions | Public | FA.32: T + 6 T = Release of security or file closed |
| Payroll Information | SAP and OMERS Housed on the 9th floor Locked room and K drive | Municipal Act, Income Tax Act, Employment Insurance Act, Pension Act, Collective Agreements | Name, Address, Phone Numbers, SIN Salary, Dependants, Email Addresses RRSP eligibility | Pay Employees accurately on time and to produce T4's. Provide OMERS with Pension information. | Banks, OMERS CRA, Service Canada, Sun life, Unions, Garnishments, Family Support, Court Orders | Employees | FA.27.CASE: T + 6 T = Termination |



Fire and Emergency Services

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------|-------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------|
| Fire Safety Plan | SharePoint, Max , V drive | Fire Protection and Prevention Act | name, phone number, address, medical history, | to facility the creation of a property specific fire safety plan | Dispatcher, Call taker | public | CS.11: S + 6 S = approval of revised Emergency plan or file closed* |
| Fire Investigation Notes | Physical File | Fire Protection and Prevention Act | address, phone , photos, email addresses, witness statements, medical information, next of kin, insurance information , personal opinions, name | to process a fire investigation | Fire Marshall 's Office, Peel Police, Fire and Emergency Services, building inspection staff | pubic involved in a fire investigation | CS.20.Fire Incidents: 10 years* |
| Fire Inspection and Complaint Request | MAX Database | Fire Protection and Prevention Act | address, phone number, email address, name | To request Fire inspection for various reasons | Compliance and Licensing Staff, Building Inspection Staff, Fire Prevention Risk and Reduction Staff | Public who request a fire inspection | CS.14: S + 10 S = inspection info is superseded or obsolete* |
| Medical Assist Report | Zoll Record Management System | Fire Protection and Prevention Act | contact information, phone number, address, medical history, date of birth, | to begin record collection in case of hospitalization | Peel Paramedics, Professional Development and Accreditation Staff | Public involved in a Fire Emergency situation | CS.20.Fire Incidents: 10 years* |

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| Vulnerable Persons Registry | CAD | Fire Protection and Prevention Act | name, phone number, address, medical history, | to facilitate participation in vulnerable person registry for Fire Services | Dispatcher, Call taker, Fire Operation Staff | Public who have signed up as part of the Vulnerable Person Registry | CS.11: S + 6 years S = approval of revised emergency plan or file closed* |
| Standard Incident Report | Zoll Record Management System | Fire Protection and Prevention Act | email, phone number, address, driver's license, medical history, date of birth, name | record information about a Fire department incident, create a notice to building owner | Fire Operation Staff, Law Enforcement Agency | Public involved in a Fire Emergency situation | CS.20.Fire Incidents: 10 years* |
| Communications Caller Information | CAD | Fire Protection and Prevention Act | name, phone number, address, medical history, voice recording | to respond to fire emergencies | Dispatcher, Call taker, Fire Operation Staff | Public who call for fire emergency services | CS.20.Fire Incidents: 10 years* CS.20.Audio recordings: 10 years* |



Human Resources

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|------------------------------------------------------------------------|---------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|-----------------------------------|----------------------------------------------------|
| Recruitment Profiles | Success Factors | Municipal Act | email address, resume, recruitment letter, phone numbers | evaluation of candidate | HR staff, hiring manager | job applicants | HR.05: 2 years |
| References | Success Factors | Municipal Act | Email address, phone number, name | evaluation of candidate | HR staff, hiring manager | job applicants | HR.05: 2 years |
| Employee Relative declaration | Success Factors | Municipal Act | personal relationships, name | hiring of relatives policy | Hr STAFF, hiring manager, recruiting team | job applicants | HR.05: 2 years |
| Job Application Optional Diversity, Equity and Inclusion Questionnaire | Success Factors | Municipal Act | personal information relating to equity deserving groups, name | strategic talent acquisition purposes | HR business manager, Hiring manager, Diversity | job applicants | HR.05: 2 years |
| Offer Letters | Success Factors , employee file | Municipal Act | Government ID, drivers abstract, criminal record, work permit, email address, phone numbers, educational history, work history, SIN number, declaration, signature, tax forms, financial information, | evaluation of recruitment, onboarding of employees | Hr staff, hiring manager, City Manager | Job applicant | HR:03: T + 50 HR:04: T + 20* T = Termination |

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|-----------------------------------------|------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|-----------------------------------|----------------------------------------------------|
| | | | Confidentially agreements, Workplace agreements | | | | |
| Criminal Record History | Success Factors /employee file/SAP | Municipal Act | criminal history | suitability of employment/volunteers | HR staff | job applicant/Volunteers | HR:03: T + 50* HR:04: T + 20 T = Termination |
| Resumes | Success Factors | Municipal Act | Government ID, drivers abstract, criminal record, work permit, email address, phone numbers, educational history, work history, SIN number, declaration, signature, tax forms, financial information, Confidentially agreements, Workplace agreements | evaluation of recruitment, onboarding of employees | HR Staff, Hiring Manger, Employment lawyer, city manager | Job applicant | HR.05: 2 years |
| Employee Performance Management Program | Success Factors | Municipal Act | Work History, Salary | evaluation of Work performance, salary | HR Staff, Hiring Manger, Employment | employee | HR:03: T + 50 HR:04: T + 20* T = Termination |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------|-----------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------|-------------------------------------------------------|
| Training Records | Success Factors , SAP | Municipal Act | Education History, Drivers Abstract, Certifications, Name, address, driver licence number, driver abstract, | Administration of Training | HR Staff, Department training staff, department managers | employee | HR:03: T + 50 HR:04: T + 20* T = Termination |
| Benefit Records | Success Factors , SAP | Municipal Act | Plan Enrollment, Family information, Death certificates, work history, claims information, credit card information, SIN numbers, Tax forms , Medical History | benefit administration | Hr staff | employee | HR:03: T + 50 HR:04: T + 20* T = Termination |
| Employee Records | Success Factors , 9th Floor | Municipal Act | Proof of education, driver's abstract, proof of date of birth, SIN#, picture original CRS, original LOA requests, vehicle accident for temp emp only, personal injury (not wsib) for temp empl only, retirement info, letter of resignation | To administer employee work history, benefits, and training courses | HR staff+ employee | employee | HR:03: T + 50 HR:04: T + 20* T = Termination |
| Employee Vehicle Accident Report | 9th Floor, SharePoint | Municipal Act, Occupation Health and Safety Act | accident history, phone number, address, driver license | to process employee accidents | HR staff, employee, management | employee | HR.16: T + 10* T = Termination or Final Settlement |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------------|------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------|
| | | | number, police report number | | | | |
| Employee Grievance Files | SharePoint | Municipal Act, Occupation Health and Safety Act. Labour Relations Act | name, phone number, communication, interview notes | To process grievance files | HR Staff, department manager | employee | HR.08: T + 50* T = Termination |
| WSIB forms, incidents, accidents forms | SharePoint | Municipal Act Workplace Safety and Insurance Act, | doctors notes, incident details, injury forms | to process WSIB claims | Employee Health Service staff+ employee | employee | HR.18.CASE: T + 50* T = Termination |
| Union Grievances | SharePoint | Municipal Act, Union Collective Agreements | name, phone number, communication, interview notes | To process grievance files | HR Staff, department manager, Union Representative | employee | HR.30: T + 50* T = expiry of collective agreement or final settlement |
| Employee Health Service Record | SharePoint | Municipal Act, Workplace Safety and Insurance Board Act, Insurance Act and City Policy, Personal Health | std forms, ltd forms, doctors notes, medical history, flu shot, ergonomic forms, | To process medical claims and provide workplace accommodation and attendance management | Employee Health Service staff+ employee | employee | HR.17.CASE: T + 50 T = Termination |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-------------|----------|-----------------------------------------------------------------------------------------------------|-------------------------------|--------------------|--------------|-----------------------------------|----------------------|
| | | Information Protection Act, Regulated Health Professionals Act, Occupational Health and Safety Act, | | | | | |

Legal Services

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------|
| Subrogated Personal Injury Claims | Risk Management, Civic Centre - data housed within Assure Claims System (RiskMaster) | Municipal Act | Name, address of claimant, specifics regarding incident and injury, birth date of claimant | Pursue personal injury claim | Insurance adjuster | Employees and general members of the public | LA.01.CASE: T + 6 LA.21: T + 20 (Minors) T = final settlement or file closed |
| Insurance related claims (i.e. bodily injury, property damage, automobile, cyber, environmental, errors and omission claims, and etc.) | Risk Management, Civic Centre - data housed within Assure Claims System (RiskMaster) | Municipal Act, Insurance Act | Name, address, phone number, date of birth of claimants, specifics regarding incident, injuries and damages | To investigate and pursue insurance related claims | Legal counsel (internal and external), City's third party adjusting firm, City's insurer, City's private investigator and surveillance firms | Employees and general members of the public | LA.01.CASE: T + 6 LA.21: T + 20 (Minors) T = final settlement or file closed |
| Disclosure provided to persons charged with a provincial offence, collected from enforcement agency | Provincial Offences Court, 950 Burnhamthorpe Rd W., iManager Software | Provincial Offences Act | Details of allegations leading to charge being laid includes defendant's address, Drivers License number, phone number, email address | Collected from enforcement agency so Prosecution can plan its case, disclosed to defendants so they know | Persons charged with an offence (defendant) and or their authorized representative | Persons charged with an offence | LA.26: T + 7 T = 31/Dec of calendar year when payment received or case closed |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-----------------------------------------------|-------------------------------------------------|-----------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------|
| | | | | the case they have to meet | | | |
| Human Rights Complaints | Legal Services, Civic Centre, iManager Software | Municipal Act | Name, address of complainant and party complained about, details of complaint | Defend Human Rights complaints against the City and City employees | Human Rights Commission, Commissioner and Manager of Department | Employees and general members of the public | LA.12 : T + 6 years T = case closed |
| Subrogated Personal Injury Claims LA.01 LA.21 | Legal Services , iManager Software | Municipal Act | Name, address of injured claimant, specifics regarding injury | Pursue personal injury claim | Insurance adjuster, doctor, secretary, opposing Counsel | Employees and general members of the public | LA.01.CASE: T + 6 LA.21: T + 20 (Minors) T = final settlement or file closed |

Planning and Building
Department

Building

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-------------------------------------------|--------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------|
| Building Permit Applications | eplans, building records | building code act, planning act, | owner information-agent authorization, phone number, email, address, name | to process/ approve/issue building permit | building staff/ staff in approval process | public who apply for a building permit | LP.01: 5 years* |
| Building Inspection and Complaint Request | MAX Database | Fire Protection and Prevention Act, Building Code Act, Planning Act, | address, phone number, email address, name | To request building inspection for various reasons | Compliance and Licensing Staff, Building Inspection Staff, Fire Prevention Risk and Reduction Staff | Public who require a building inspection | LP.55: T + 6* T = complaint investigation closed or order to comply rectified |

City Planning Strategies

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------|---------------------------------------|-----------------|--------------------------------------|----------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------|----------------------|
| Planning Strategy Public Surveys | ArcGIS, Bang the Table, project files | Planning Act | Emails, name, postal codes, opinions | Project updates, Statutory requirements, informs draft policy development. | CPS planning staff and managers | Public who respond to survey regarding master plan/planning area update | PR.18: 6 years |
| Land Use Studies | Project Files | Planning Act | Name, address, email, opinions | Project updates, Statutory requirements, informs draft policy development. | CPS planning staff, managers and clerks | Public who respond to per project survey | PR.18: 6 years |

Development and Design

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------|-------------------------|------------------------|--------------------------------------|--------------------------------|---------------------------|------------------------------------------|----------------------------------------------|
| Siteplan Application Files | EDMS/SharePoint, Eplans | Planning Act | Name, email, phone number | process site plan applications | staff in approval process | public who apply for a site plan | CD.SP (PB): T + 30* T= All conditions met |

Economic Development Office (EDO)

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|-------------------------------------|------------------------------------------|-------------------------------------------------------|
| UNLIMITED Email Newsletter | MailChimp.com (SaaS) | Municipal Act | Name, Email Address, | Distribute business information | EDO Staff | Public who have signed up for newsletter | PR.01: 6 years* |
| IDEA Email Newsletter | MailChimp.com (SaaS) | Municipal Act | Name, Email Address | Distribute business information | EDO Staff | Public who have signed up for newsletter | PR.01: 6 years* |
| Website Inquiry Forms | Website backend via Gravity Forms for MBEC's Business Advisory Services, My Main Street and Digital Main Street and General Inquiries | Municipal Act | Name, Email Address | Distribute business information, deliver services and programs | EDO Staff | Public who have inquired about services | CS.02: 6 years* CA.13: 3 years* PR.20: 6 years* |
| Starter Company PLUS program | EDO SharePoint, CRM, Filing Cabinet at EDO Office | Municipal Act / Provincial Agreement | Name, Address, Email Address, S.I.N. & Telephone Number | To deliver the program, issue T4As | EDO Staff, Finance Staff & Province | program applicants/members | CS.02: 6 years FA.44: 6 years |

| | | | | | | | |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------|------------------------------------|-------------------------------|----------------------------|----------------------------------|
| Starter Company PLUS program Grant Application | EDO Sharepoint, EDO CRM, Filing Cabinet at EDO Office | Municipal Act / Provincial Agreement | Name, Address, Email Address, S.I.N. & Telephone Number | To deliver the program, issue T4As | EDO Staff, Finance & Province | program applicants/members | CS.02: 6 years FA.44: 6 years |
| Starter Company PLUS program Micro Financing Agreement | EDO Sharepoint, EDO CRM, Filing Cabinet at EDO Office | Municipal Act / Provincial Agreement | Name, Address, Email Address, S.I.N. & Telephone Number | To deliver the program, issue T4As | EDO Staff, Finance & Province | program applicants | CS.02: 6 years FA.44: 6 years |
| Summer Company program | EDO SharePoint, EDO CRM, Filing Cabinet at EDO Office, Province of Ontario Ministry's SCREEN web portal | Municipal Act / Provincial Agreement | Name, Address, Email Address, S.I.N. & Telephone Number | To deliver the program, issue T4As | EDO Staff, Finance & Province | program applicants/members | CS.02: 6 years FA.44: 6 years |
| Summer Company program Micro Financing Agreement | EDO SharePoint, EDO CRM, Filing Cabinet at EDO Office, Province of Ontario Ministry's SCREEN web portal | Municipal Act / Provincial Agreement | Name, Address, Email Address, S.I.N. & Telephone Number | To deliver the program, issue T4As | EDO Staff, Finance & Province | program applicants/members | CS.02: 6 years FA.44: 6 years |



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|---------------------------|-------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------|
| Step-Up Program | Local Drive/ Sharepoint | Municipal Act | Name, email address, phone number, | To deliver the program | EDO Staff, names and emails may be disclosed to guests and session facilitators we invite to the Step-Up program. | program applicants/members | CS.02: 6 years |
| Resumes | EDO SharePoint, MBEC Filing Cabinet at EDO Office | Municipal Act / Provincial Agreement | Name, Address, Email Address & Telephone Number, Educational/Work History | Program Applicant Assessment | EDO Staff | program applicants/members | CS.02: 6 years |
| Photography Consent Forms | Filing Cabinet at EDO Office and/or EDO Media Servers and/or SharePoint | Municipal Act | Name, Telephone Number, email | Consent to film/photography and/or use film/photography | EDO Staff | Public and/or Staff used in media | PR.21: Permanent |
| Event registration forms | Eventbrite, EDO CRM (SaaS) | Municipal Act | Name, email, Telephone Number | Plan and coordinate events | EDO Staff | event attendees | CS.02: 6 years* PR.12: 6 years * |
| | | | | | | | |

Transportation and Works
Department

Rapid Transit Office

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------------------|-----------------|------------------------|----------------------------------------|------------------------------------------------|--------------------------------------------------------------|------------------------------------------|---------------------------------|
| Public Engagement for Rapid Transit Project Files | SharePoint Site | Municipal Act | Name, Email Address, Survey Responses, | Update resident on project/seek resident input | Rapid Transit Team, 3rd party consultants working on project | Public who responded to engagement | PR.18: 6 years |

Infrastructure Planning & Engineering

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|--------------------------------------------------------------------------|-------------------------|----------------------------------------------------|--------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| Credit Application/Technical Exemption Application/Subsidies Application | Infor | Municipal Act, Storm Water Fees and Charges By-law | address, phone number, email address, name | process storm water credit application, audit applications | Region of Peel, Storm water Section | property owners who have applied for program | FA.44: 6 years Close date at the end of the program |
| Cross Connection Repair Program Contact Data | Local Network | Municipal Act, storm sewer use bylaw | address, phone number, email address, name | facilitate dye testing | Region of Peel, Environment Section | property owners/tenants who have applied for program | BL.08: 6 years |
| Sump Pump Subsidy Application | Local Network | Municipal Act, Bylaw 170-15 | address, phone number, email address, name | Process Sump Pump Subsidy Application | Storm water Team/Section | property owners who have applied for program | FA.16: 6 years |
| Environmental Assessment - Public Engagement | Local Network- per file | Environmental Assessment Act | address, phone number, email address, name | to provide updates on project/attendance log of meetings | Storm water Team/Section | residents who attend the meeting | PR.18: 6 years |
| Flood Complaints | Local Network | Municipal Act | address, phone number, email address, name | record of flood related complaints in city | Storm water Team/Section/Legal Services/Region of Peel, Works operations management | residents/owners whose homes have flooded | EC.01.CASE: 30 years (archival review) |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------|------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------|
| Erosion Sediment Control (ESC) Permit | Local Network | Municipal Act, ESC by-law | address, phone number, email address, name | issue an ESC permit/ Release of Securities | Storm water Team/Section-Development Engineering and Construction | property owners who have applied for permit | EC.01.CASE: 30 years (archival review) |
| Security Deposits | Local Network - Per File | Municipal Act, Lot Grading Bylaw, Planning Act, Fees and Charges | address, phone number, email address, name | to facilitate the implementation of lot grading by-law with respect to pre and post construction | Development Construction team, WOM Inspection team, Developing Engineering, Finance Section | home owners/ agent/ builder applying for Building Permits | FA.32: T + 6 T = Release of security or file closed |
| Community Engagement- Surveys | Local Network/SharePoint- per file | Municipal Act, Environment Assessment Act, Planning Act | email address, name, personal opinions, mailing address | get resident feedback on specific projects- create public record if under Environmental Assessment Act | transportation planning staff, cross departmental project team, consultants | anyone who responds per the project, meeting attendees | PR.18: 6 years* |
| Community Engagement- Mailing Lists | Local Network/SharePoint- per file | Municipal Act, Environment Assessment Act, Planning Act | email address, name, address, mailing address | update residents on a specific project | transportation planning staff, cross departmental project team, consultants | anyone who responds per the project, meeting attendees | PR.18: 6 years* |
| Community Ride Program Sign Up | SharePoint- file based | Environmental Assessment Act, Municipal Act | email address, name, address, , postal code, age, emergency | facilitate project sign up | project team | meeting attendees, public commenters | PR.01: 6 years* |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-----------------------------------------|-------------------------------|---------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------|--------------|--------------------------------------|-----------------------|
| | | | contact, parent guardian | | | | |
| Walk to school program Sign Up | SharePoint- file based | Municipal Act | name, email, consent to audio video, criminal history, contact information, | facilitate project signup | project team | meeting attendees, public commenters | PR.01: 6 years* |
| Masterplan Online Survey | survey 123, (SaaS) SharePoint | Environmental Assessment Act, Municipal Act | email address, name, address, mailing address, postal code, opinions | project input | project team | public who respond to survey | PR.18: 6 years* |
| Consent to Enter agreements- noise wall | local network | municipal act, noise wall bylaw | owners info, contact info, address | facilitate the consent to enter for a noise wall | project team | home owners | PO.12.CASE: Permanent |



Traffic Management and Municipal Parking

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|--------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------|---------------------------------------------|-------------------------------------|------------------------------------|
| Resident Engagement Surveys - Traffic Calming | Survey 123, (SaaS) network drive | Municipal Act, | name, email address, phone number, address, survey responses | public consultation as per policy | traffic and road safety staff | Public who respond to survey | PR.18: 6 years* RT.10: 6 years* |
| Temporary Road Occupancy Permit | network drive, physical files | Municipal Act, Special Events By-law | name, email address, phone, address | facilitate special event permit | traffic operations staff, Community Service | Public who apply for permit | LP.11: 6 years |
| Resident Engagement Surveys - On Street Parking/All way stop | 3185 Mavis | Municipal Act, Traffic By-law 555-00 | name, email address, phone number, address, survey responses | public consultation | traffic and road safety staff | public who respond to survey | PR.18: 6 years RT.17: 6 years |
| Parking Permits | Info Path, Estore Database, 3185 Mavis Road | Municipal Act, Traffic By-law 555-00 | name, email address, phone number, address, financial payment info | issue long term parking permit | parking staff | Public who apply for permit | LP.52: 6 years |
| Roadway Lightning Installation Questionnaire | Local Drive-project file | Municipal Act, Minimum Maintenance Standards By-law for | name, address, phone number | to communicate public support of project | street light staff | Public who respond to questionnaire | PR.18: 6 years RT.14: 6 years |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------------------|--------------------------|----------------------------------------------------------------------------|-------------------------------|------------------------------------------|--------------------|-------------------------------------|----------------------------------|
| | | Municipal Highways | | | | | |
| Walkway Lightning Installation Questionnaire | Local Drive-project file | Municipal Act, Minimum Maintenance Standards By-law for Municipal Highways | name, address, phone number | to communicate public support of project | street light staff | Public who respond to questionnaire | RT.14: 6 years PR.18: 6 years |



Works Operation and Maintenance (WOM)

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------|------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Dispatch Services Service Requests | external server- Alliance Communications | Municipal Act | phone number, email address, name, address, complaint | process complaints/requests for service related to Works Operation and Maintenance (WOM), Parks Forestry and Environment(PFE) and Enforcement | WOM, PFE and Enforcement Staff, Contracted Dispatch Company (Alliance Communications)Staff | public who request dispatch services | CA.13: Information Inquiries: 3 years PR.09: Complaints. 6 years PR.20: Customer Service. 6 years |
| Windrow Clearing Program Applications | Sharepoint | Municipal Act | phone number, email address, name, address, | To apply for the windrow clearing program | WOM staff, recreation staff | public who have enrolled in the Windrow Clearing Program | RT.02: 6 years |
| Road Occupancy Permits | infor, physical folders- 3185 Mavis Rd. | Municipal Act, Road Occupancy Permit By-law | phone number, email address, name, official receipt information, deposits, mailing address | process Road Occupancy Permits | Internal Permit Review Staff | residents who require a road occupancy permits | LP.11: 6 years |
| Excess Load Permit | infor, physical folders- 3185 Mavis Rd. | Municipal Act, Traffic By-law | phone number, email address, name, official receipts, deposits, mailing address | process Excess Load Permit | Internal Permit Review Staff, | residents who require an excess load permits | LP.09: 6 years |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------|-----------------------------------------|--------------------------------|---------------------------------------------|---------------------------------------------------|------------------------------|-----------------------------------------------------|----------------------|
| Boulevard Garden Permit | infor, physical folders- 3185 Mavis Rd. | Municipal Act, Bylaw-0057-2004 | phone number, email address, name, address, | to allow a garden with the municipal Right of Way | WOM staff | residents applying for a Boulevard Garden Permit | LP.52: 6 years |
| Access Modification Permit | infor, physical folders- 3185 Mavis Rd. | Municipal Act | phone number, email address, name, address | process Access Modification Permit | Internal Permit Review Staff | residents who require an access modification permit | LP.52: 6 years |



MiWay

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|------------------------------------|------------------------|------------------------------------------|-------------------------------------------------------------|---------------------------------|--------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------|
| Customer Feedback Reporting System | Hastus Comments System | Municipal Act, Transit By-law 0425-2003, | phone number, email address, name, mailing address, comment | give customer feedback on MiWay | CSR/MiWay Administration Staff | public who have feedback for MiWay | CA.13: Information Inquiries: 3 years PR.09: Complaints. 6 years PR.20: Customer Service. 6 years |
| Lost and Found System | Hastus Comments System | Municipal Act, Transit By-law 0425-2003, | phone number, email address, name, mailing address, comment | retrieval of item lost on MiWay | MiWay Customer Service Representatives | public who lost item on MiWay | PR.20: Customer Service. 6 years |
| Customer Satisfaction Surveys | CSPN | Municipal Act, Transit By-law 0425-2003, | email address, name | public consultation | consultants and MiWay Administration Staff | public who responded to survey | PR.18: 6 years |

Community Services
Department

Business Planning

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-------------------------------|-------------------|-----------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------|----------------------------------|
| Marketing Communication Lists | Upaknee (SaaS) | Municipal Act | Email Address, Name | to inform residents on projects, initiatives, campaigns they have expressed interested in | Marketing Staff | Public who have signed up to be on marketing list | PR.01: 6 years PR.02: 6 years |
| Photo Video Form for events | Central Records | Municipal Act | Name email address, mailing address, phone number, biometric data | for participation in marketing campaigns | Marketing Staff | Individuals agreeing to appear in marketing campaigns | PR.21: Permanent |
| Surveys | Key Survey (SaaS) | Municipal Act | Email Address, Personal Opinions, Name | public consultation | Marketing Staff | Individuals responding to survey, | PR.18: 6 years |

Mississauga Library

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|----------------------------------------------|---------------------------|----------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Library Card Holders | Integrated Library System | Public Libraries Act | name, phone number, email address, address, status as minor , loan history, family status | to issue and facilities a library card | Library Staff, Collection Agency for overdue collection items | Public who have applied for and been issued a library card | CS.02: 6 years |
| Overdrive Digital Resources | Overdrive | Public Libraries Act | email address, library card number, name | access Overdrive Resources, receive notifications | Overdrive Staff | library users who have signed up for Overdrive Resources | CS.02: 6 years |
| Newsletters, Library Communication Lists | Upaknee | Public Libraries Act | email address, name | to provide updates on Library related content | Social Engagement Library | Public who have signed up for newsletter, or marketing emails | PR.01: 6 years CS.02: 6 years |
| Open Window Hub Information Transfer Consent | Openwindow Hub SharePoint | Municipal Act | name, address, contact phone number | Administer services for Openwindow Hub Clients | Community Development Team, partner agencies | public who access Openwindow Hub services and wish to consent to have their information shared with partner agencies | CS.02: 6 years |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|-----------------------------------|-------------|----------------------|------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------|----------------------|
| Library Program Registration | Activenet | Public Libraries Act | library card number, email address | sign up to attend a library program | Program Facilitator, Program Coordinator, Library Manager | Public who attend Library Programs | CS.02: 6 years* |
| Reconsideration of materials form | Local Drive | Public Libraries Act | name, phone number, email address, | challenge/ request reconsideration of library materials | Manager, Digital Services and Collections; Director, Library Services | Public who have requested a reconsideration of materials | CS.02: 6 years |



Tourism

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|------------------------------|-----------------------|-----------------|---------------------------------------------------------|----------------------------------------------|---------------|-----------------------------------|----------------------------------|
| Visit Mississauga Newsletter | Sharepoint | Municipal act | Name, email | Inform public of tourism Mississauga updates | Tourism staff | Public | PR.01: 6 years PR.02: 6 years |
| Contest Entries | Social Media Channels | Municipal act | Name, email, social media profile | Enter Tourism Mississauga contest | Tourism Staff | Public | PR.01: 6 years* |
| Saugasavings Pass | Bandwango | Municipal Act | Name, email, postal code | Sign up for Sauga Savings pass | Tourism Staff | Public | PR.01: 6 years PR.02: 6 years |
| Event Surveys | Surveymonkey | Municipal Act | Name, email, postal code, personal opinion, age, gender | Respond to tourism surveys | Tourism Staff | Public | PR.01: 6 years* |

Parks, Forestry and Environment

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------|--------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------|--------------------------------------------|----------------------------------|
| Environment Public Engagement | Engagement HQ/ Survey 123/SharePoint | Municipal Act | email addresses, personal opinions, income data, age, mailing address, name | gauge public input on a specific project | consultants, park forest and environment staff | public when respond to engagement | PR.18: 6 years |
| Photo Consent Forms | Central Records | Municipal Act | email address, mailing address, signature, phone number, guardian information, name, biometric information | Consent to film/photography and/or use film/photography | environment staff | public who attend an environment event | PR.21: Permanent |
| Litter Pickup Program Liability Forms | Central Records | Municipal Act | name, email, phone number | participate in a litter pick up | environment staff | staff who attend a litter pickup | PR.04.SUBJECT: 6 years* |
| Contest Records | Sharepoint | Municipal Act | email address , phone number, name | consent to enter an Environment run consent | environment staff | public who enter contest | PR.01: 6 years |
| Honorarium Records | SharePoint | Municipal Act | email address , phone number, mailing address, name | to receive honorarium | environment staff, accounts payable staff | volunteers who assisted in select programs | HR.06: 6 years FA.14: 6 years |

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Tree Permit Application Forms | SharePoint, per file hardcopy | Municipal Act | phone number, email address, mailing address, name | process tree permit application form to remove tree | Forestry Staff, Park operations staff | Public applying for Tree Permit Application | LP.51: 6 years |
| Parks Planning Email Notification Lists | SharePoint, per file hardcopy | Municipal Act, | email address, name | per project updates | park planning staff | public who have sign up for email alerts | PR.01: 6 years |
| Walkway Closure Questionnaire | SharePoint | Municipal Act 2001, | email address, address, phone number, name | to communicate public support of project | park planning staff | residents who live adjacent to a walkway | PR.18: 6 years RT.02: 6 years |
| Public Engagement Records –Park Planning Projects | SharePoint, per file hardcopy | Municipal Act,, Environmental Assessment Act | email addresses, age, postal code, residential history, personal opinions, name | gauge public input on a specific project | park planning staff | public who participated in survey and provide feedback or attended a meeting | PR.18: 6 years CD.10. Project: T + 15 (archival review) T = Completion of Project |
| Cemeteries Records of Purchase | Stone Orchard/Central Square. Hardcopies, Activenet | Municipal Act Funeral, Burial and Cremation Services Act, 2002 | Death certificates, Wills, Names, email addresses, phone numbers, home addresses, Monument request forms | Administer purchase and sale of cemetery plots | Park Operations Staff | Public who have purchased cemetery plots | CS.18.CASE: Permanent* |



| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
|---------------------------------------|--------------------|-----------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------|---------------------------------------------|----------------------------------|
| Summer Mooring Contracts | Hardcopy at Marina | Municipal Act | Address, email address, name, phone number, boat registration, boat insurance, credit card information | Moor boats at Marina | Marina Staff | Public who are mooring boats at City marina | LP.49: 6 years FA.11: 6 years |
| Winter Storing Contract | Hardcopy at Marina | Municipal Act | Address, email address, name, phone number, boat registration, boat insurance, credit card information | Store boats at Marina | Marina Staff | Public who are storing boats at City Marina | LP.49: 6 years FA.11: 6 years |
| Transient Mooring | Hardcopy at Marina | Municipal Act | Address, name, phone number, credit card information | Short term mooring at City owned marina | Marina Staff | Public who are mooring boats at City marina | LP.49: 6 years FA.11: 6 years |
| Marina Reservation | Hardcopy at Marina | Municipal Act | Address, name, phone number, credit card information | Short term mooring at City owned marina | Marina Staff | Public who are mooring boats at City marina | LP.49: 6 years FA.11: 6 years |
| Parks/Forestry/Stewardship Agreements | Sharepoint | Municipal Act | Address, name, phone number, email | Create partnership between city and residents to provide | Park operations staff | Public | RA.10: 10 years |



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|------------------------------------|-------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------|
| | | | | programming in parks | | | |
| Dogwalker Permit | Sharepoint, Activenet | Municipal Act | Address, name, phone number, email, insurance | Issuance of Dogwalking Permit | Customer Service Representatives, Enforcement, Animal Services, Park Operations Staff | Public | LP.52: 6 years* |
| Heritage Property Application Form | network drive, physical file | Ontario Heritage Act, Heritage By-law | name, phone number, email address, mailing address | process heritage property applications | heritage planning | owners of properties applying to have properties designated heritage and altered | CS.08: Permanent |
| Donor Information | Past Perfect, Physical Form, Ascension Register | Canadian Museum Operating Grant Standards | address, email address, phone number, name, donation amounts | issue tax receipt, and prove ownership of artifacts | collections staff, finance staff | Public who Donate | PO.23: 6 years FA.16: 6 years* |
| Photo Video Form for events | physical copy-Bradley museum | Municipal Act | name, phone number, email address, mailing address, biometric data | grant permission to use photos from Museum program | museum staff | public who attended Museum Run Events | PR.21: Permanent* |



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| Participant registration form for children | physical forms Bradley museum | Municipal Act | contact information of parent/guardian, medical information, address, name | to register participants in Museum programs | museum staff | Museum run program participants | RA.12: 3 years |
| Inquiry list re: renting Museum space | SharePoint | Municipal Act | email, phone number, name | to contact n the event rental of the small arms building | small arms building staff | Public inquiring regarding renting Museum spaces | LP.26 6 years |
| Public Art Consultation Records- Survey | EHQ | Municipal Act | email address, opinions, Name | public consultation | Public Art team | Individuals responding to survey | PO.23: 6 years (archival review) |
| Public Art Community Engagement | EHQ, Culture Newsletter Database, Key Survey | Municipal Act | email address, postal code, Name | public consultation, project update | Public Art team | Individuals responding to survey, | PO.23: 6 years (archival review)* |
| Event Registration | Eventbrite, Key Survey | Municipal Act | email address, name | attendance of Public Art Events | Public Art team, Culture Program Staff | Individuals attending Public Art Events, or performing at Poetry Slams, Poet Laureate Applications | PR.01: 6 years PR.04.SUBJECT: 6 years |



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| Resident Artist Program | Activenet, Key Survey | Municipal Act | Address, email address, education history, name | process Resident Artist program applications | Culture Program Staff, Customer Service Staff | applicants to Resident Artist program | RA.12: 3 years |
| Photo Video Form for events | Activenet, Living Arts Centre | Municipal Act | Name email address, mailing address, phone number, biometric data | authorize distribution of recording for recital program, programming purposes | Program Instructor, Culture Programming Staff | individuals in select culture programs and recital program | PR.21: Permanent |
| Permission to Participate form | Living Arts Centre | Municipal Act | parent/guardian information, date of birthdate, email address, phone number, name | to facilitate parent/guardian permission for Culture events and specialized programs | Program Instructor, Culture Programming Staff | Participants in specialized culture programs | RA.12: 3 years |



Recreation and Culture

| Description | Location | Legal Authority | Types of Personal Information | Use of Information | Disclosed to | Categories of Individuals in Bank | Retention & Disposal |
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| Banquet Event booking | SharePoint, Activenet | Municipal Act | name, phone number, address, email address | to book a City Banquet Facility | Customer Service Centre, Food Services | public who book a banquet | LP.26: 6 years* |
| External Training for Public | Activenet | Municipal Act | name, phone number, home address, email address, birthdate | to create a training record | Vendor undertaking training, Standards and Training staff | public undertaking training | HR.19: 6 years* |
| City Volunteer Records | BetterImpact | Municipal Act | name, phone number, home address, email address, birthdate, references, work history, interview education, vulnerable criminal record search | to create a profile to volunteer within city | Recreation Staff, Business Unit of volunteer | public volunteering with the city | HR.06: 6 years |
| Assumption of Risk- Volunteers | BetterImpact | Municipal Act | name, phone number, home address, email address | Volunteers to accept risk associated with volunteering position/indemnify the city | Training and Volunteer coordinator, Risk Management | public volunteering with the city | HR.06: 6 years |
| Photo/ Video Form | Central Records | Municipal Act | name, phone number, email address, mailing | grant permission to use photos from recreation events | Recreation staff | public who attended Recreation run events | PR.21: 6 years* |

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| | | | address, biometric data | | | | |
| Outside Vendor Training for Staff | SharePoint | Municipal Act | name, phone number, home address, email address, birthdate, training scores | to create a training record | Vendor undertaking training, Standards and Training staff | employees undertaking training | HR.19: 6 years |
| Program Registration | Activenet | Municipal Act | Participant name, gender address email address, phone number, home address, medical information, birthday, family status, emergency contact, program registration | to register for a city run program or sports league | Programming Staff | public who join city recreation program | RA.11: 3 years* |
| Facility Booking System Booking Records | Activenet | Municipal Act | Name, address, telephone number, email address, birthdate | To administer the booking of facilities | Booking staff, Registration unit staff, Recreation and Parks staff | Individuals inquiring as to which facility program booked, All applicants registered into coded programs | LP.26: 6 years* |
| Rental Request form | Outlook | Municipal Act | Name, email address, phone number, address | to Inquire re: booking a city facility | customer service centre booking staff, facility supervisors | Public renting a facility | LP.26: 6 years |



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| Active Assist Program Application | SharePoint | Municipal Act | name, address. Email address, birthdate, program registration history | to register for active assist program | front desk staff, Customer Service Centre | Public Applied to the active assist program | RA.11: 6 years* FA.16: 6 years* |
| Fitness Memberships and Aquatic Memberships including walking track | Activenet | Municipal Act | Participant name, address, phone number, gender, payment type, email address, birthdate, payment history, parental permission, program registration history | To register for a fitness membership or aquatic membership | Appropriate staff at facility, Fitness Supervisors, Administrative Assistant and Coordinators, Front Desk Staff, Manager | Program participants | RA.11: 3 years* |
| Medication Form Collection | Onsite Community Centre/ Central Records | Municipal Act | Name, date of birth, guardian's name, health information | To inform City of Mississauga of medications required to be taken by participants during Camp hours in the City run summer camps | Camp Supervisory team, recreation programmer | Public (children) participating in Summer Camps | RA.11: 3 years RA.12: 3 years |
| Sever Allergy Forms | Onsite Community Centre/ Central Records | Municipal Act | Name, date of birth, guardian's name, health information | To inform City of Mississauga of severe allergies of participants in the City run summer camps | Camp Supervisory team, recreation programmer | Public (children) participating in Summer Camps | RA.12: 3 years |



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| Permission to Participate | Onsite Community Centre/ Central Records | Municipal Act | Date of birth, name | To gain permission related to programming | Camp Supervisory team, recreation programmer | Public | RA.12: 3 years |
| Child Protection Report | Central Record | Child, Youth and Family Services Act | Childs name, date of birth, address, guardian names, phone numbers, siblings names/ date of birth, information relating to concerns | Relating to concerns of abuse or neglect – Duty of Report | Manager Community Programs | Public- Children who may be at risk of abuse or neglect that are participating in a city activity | LA.05: 6 years |
| Incident Report | Community Centre/Arena/Golf Course | Municipal Act, Workplace Safety and Insurance Act | Email address, phone number, description of incident, name | report accident/incident at Community Centre/Arena/Golf Course | Pro Shop, Arena, Community Centre, attendants, Program facilitators and Supervisory Staff, Risk Management | public involved in a health/safety Incident | LA.01.CASE: T + 6 years LA.21: T + 20 LA.22: T + 50 T = final settlement or file closed |
| Golf Club Rental Form | Physical File at Golf Office | Municipal Act | Name and phone number, | To rent golf clubs | Pro Shop attendants and Supervisory Staff | Public who want to rent Golf Clubs | RA.12: 6 years |
| Golf Cart Waiver | Physical File at Golf Office | Municipal Act | Name, phone number, emergency contact name and phone number, guardian signature | To rent a golf cart and indemnify the City | Pro Shop attendants and Supervisory Staff | Public who want to rent a Golf Cart | RA.12: 6 years |



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| Community Online Registry Application - Board Member Verification | Survey Monkey Apply | Municipal Act | name, address, phone number, email address | Verify requirements for Community Group Registration | category reviewers of program | Public who are board members on a community group | CS.02: 6 years |
| Tee Time Bookings | Golfnow | Municipal Act | Name, email address, phone number, address | To facilitate the booking of a Tee Time at a City Golf Course | Pro Shop attendants and Supervisory Staff | Public who book a tee time | RA.12: 6 years* |
| Recreation Support Program | Activenet, Sharepoint | Municipal Act | Name, email address, child's | To facilitate camp participation of a child with exceptionalities | Inclusion coordinators, specific program staff | Children with exceptionalities in camps | RA.12: 6 years |
| Physical Activity Readiness Questionnaire | Hardcopies at Fitness Office | Municipal Act | Name, medical history | To participate with a personal trainer or Starter | City employed personal trainer | Public | RA.12: 6 years |
| Physical Active Readiness Medex | Hardcopies at Fitness Office | Municipal Act | Name, medical history | To participate with a personal trainer or Starter | City employed personal trainer | Public | RA.12: 6 years |
| Next step to active living adult day program | Hardcopies at Nextstep office | Municipal Act, | Name, medical history | To participate in Next step to active living adult day program | Day program staff | Public | RA.12.CASE: T + 10 years T = last date of participation in program or close of file |



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| Saugastroke Breakers | Hardcopy, Activenet, Sharepoint | Municipal Act, | Name, medical history, | To participate in Saugastroke Breakers | Sauga Strokebreakers program staff | Public | RA.12: 6 years |
| Accident/Incident Form | Community Centre/Living Arts Centre | Municipal Act. Occupational Health and Safety Act | Email address, phone number, description of incident, name | report accident/incident during culture program | Culture programming staff, Program Instructor, Risk Management, Facility Manager | participations of culture program involved in a healthy/safety incident | LA.01.CASE: T + 6 T = final settlement or file closed |
| Residential Approval form for Residential Filming | network drive, SharePoint | Municipal Act | address, name, phone number, email address, signature, name | gauge public approval of a residential filming area | Film Office Staff | residents in a specific neighbourhood being commercially filmed in | LP.50: 6 years |
| Grant Peer Assessment Application | Key Survey | Municipal Act | email, phone number, mailing address, name, personal history, personal opinions | apply to Peer Assessment program | Grants Staff | public who applied to Grant Peer Assessment program | FA.16: 6 years |
| Public Music Adjudicator Information | Key Survey | Municipal Act | phone number, mailing address, name | Public Music Adjudicator Information | Music Coordinator | Public applied to Public Music Adjudicator program | PR.04.SUBJECT: 6 years |
| Poet Laureate Selection Committee | SharePoint | Municipal Act | phone number, mailing address, name, resume | Poet Laureate Selection Committee information | Supervisor, Culture Program | Public who are on the Poet laureate | PR.04.SUBJECT: 6 years |



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| | | | | | | Selection Committee | |
| Registration Attendance List | Activenet, Living Arts Centre | Municipal Act | name, phone number, email address, health information, guardian information | track attendance of Culture Programs | Culture programming staff, Program Instructor | culture program attendees | RA.11: 3 years RA.12: 3 years |
| Paramount Fine Foods Centre-Group Sales | Archtics Ticketing System | Municipal Act | email, phone number, address, name | Facilitate Purchase of Group Tickets to Paramount Fine Food Centre | PFFC Staff, Mississauga Steelheads, | Public who wish to purchase a group ticket to a PFFC Steelheads Event | CS.21: 10 years FA.11: 6 year |
| Paramount Fine Foods Centre-Box Office Sales | Ticketmaster 1 Sales Database | Municipal Act | email address, phone number, name, purchase history | Facilitate Purchase of Individual Ticket to Paramount Fine Food Centre | PFFC Staff, Mississauga Steelheads, Raptors 905, Ticketmaster | Public who wish to purchase a group ticket to a PFFC Event | CS.21: 10 years FA.11: 6 year |
| LAC Patron Account | PACIOLAN Ticketing | Municipal Act | email address, phone number, address, purchase history | Facilitate creation of Patron Account to buy LAC tickets | Lac Box Office staff, Internal Marketing Staff | Public who wish to buy individual tickets through a Patron | CS.21: 10 years FA.11: 6 year |
| Meadowvale Theatre Box Office/Phone Sales | Tixhub Database | Municipal Act | email, phone number, mailing address, name, purchase history | Facilitate creation of Patron Account to buy Meadowvale Theatre tickets | Meadowvale Theatre Box-office, Internal Marketing Staff | Public who wish to buy individual tickets to a Meadowvale Theatre show | CS.21: 10 years |



