



# 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



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
			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 *



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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
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
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*

Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
				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



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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
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

Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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*

Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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

Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
			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, Fiori, Sun life	Municipal Act	Plan Enrollment, Family information, Death certificates, work history, claims information, credit card information, SIN numbers, Tax forms , Medical History, Beneficiary information	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	9th Floor, SharePoint	Municipal Act, Occupation	accident history, phone number, address, driver license	to process employee accidents	HR staff, employee, management	employee	HR.16: T + 10*



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
Accident Report		Health and Safety Act	number, police report number				T = Termination or Final Settlement
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

<b>Description</b>	<b>Location</b>	<b>Legal Authority</b>	<b>Types of Personal Information</b>	<b>Use of Information</b>	<b>Disclosed to</b>	<b>Categories of Individuals in Bank</b>	<b>Retention &amp; Disposal</b>
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



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

<b>Description</b>	<b>Location</b>	<b>Legal Authority</b>	<b>Types of Personal Information</b>	<b>Use of Information</b>	<b>Disclosed to</b>	<b>Categories of Individuals in Bank</b>	<b>Retention &amp; Disposal</b>
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



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
				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*



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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
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



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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



Description	Location	Legal Authority	Types of Personal Information	Use of Information	Disclosed to	Categories of Individuals in Bank	Retention & Disposal
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



