



Township of North Dundas Personal Information Bank Index Listing

Updated August 2024

INTRODUCTION

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, institutions must make available for inspection by the public an index of all personal information banks in the custody or under control of the institution. The Act defines a personal information bank as, “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.

Personal Information Bank Indexes must include:

- a) its name and location;
- b) the legal authority for its establishment;
- c) the types of personal information maintained in it;
- d) how the personal information is used on a regular basis;
- e) to whom the personal information is disclosed on a regular basis;
- f) the categories of individuals about whom personal information is maintained; and
- g) the policies and practices applicable to the retention and disposal of the personal information.

The Municipality of North Dundas Personal Information Bank (PIB) Indexes have been compiled and organized by the following departments:

- Corporate Services (Office of the CAO, Communications, Finance, Clerk)
- Infrastructure Services (Transportation Services, Environmental Services, Landfill)
- Community Services (Development Services, Recreation & Culture, Fire Services)

PIB Index Legend:

Control	Refers to the department that maintains/controls the index (location)
Authority	Refers to the legal authority for the establishment of the index
Information	Refers to the type of personal information contained in the index
Use	Refers to how the information in the index is used
Access	Refers to whom the information is disclosed to/who has access
Individuals	Refers to the individuals whose information is maintained
Retention	Refers to the retention period (TOMRMS classification)

CORPORATE SERVICES
(Office of the CAO, Communications, Finance, Clerk)

Claims Against the Municipality

Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, details of claim
Use:	To process claims against the municipality
Access:	Clerk's department, CAO, Directors/Supervisors (where applicable), solicitors retained by the municipality, auditors
Individuals:	Anyone who submits a claim against the municipality
Retention:	L02

Incident Reports

Control:	Corporate Services
Authority:	<i>Municipal Act, Occupational Health and Safety Act</i>
Information:	Name, contact information, description of incident
Use:	To track and record incidents in North Dundas involving municipal property or North Dundas staff/volunteers while working
Access:	Various staff involved in incident
Individuals:	Public, staff, volunteers involved in a reported incident
Retention:	P05

Election Candidate Financial Statements and Auditor Reports

Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, email, campaign contributions, donor information
Use:	Available to the public to review campaign expenses
Access:	Clerk's department, municipal website
Individuals:	North Dundas election candidates
Retention:	C07

Election Nomination Forms

Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, email, qualifying address
Use:	Required to be a candidate in a municipal election
Access:	Clerk's department, public (on request)
Individuals:	Election candidates
Retention:	C07

Voters' List	
Control:	Corporate Services
Authority:	<i>Municipal Elections Act</i>
Information:	Name, age, date of birth, address, school support, religion (if Roman Catholic)
Use:	To conduct municipal and school board elections
Access:	Clerk's department, election candidates, available for public inspection
Individuals:	qualified electors in the municipality
Retention:	C07
Committee of Council Information/Applications	
Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, email
Use:	Update contacts, establish new committees
Access:	Clerk and Finance departments, Council, municipal staff liaison
Individuals:	Volunteers, members of the public who apply
Retention:	C12
Volunteer Contacts	
Control:	Corporate Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, email
Use:	To contact volunteers to assist with operations and events
Access:	Clerk's department, Recreation department, Council, other volunteers
Individuals:	Volunteers, members of the public who apply
Retention:	A17 & H16 (Vulnerable Sector Record Check)
Vital Statistics – Registration of Death or Stillbirth	
Control:	Corporate Services
Authority:	<i>Vital Statistics Act</i>
Information:	Name, date of death, place of death, age, sex, doctor's name
Use:	To update the voters' list (authority <i>Municipal Elections Act</i>)
Access:	Clerk's department
Individuals:	Deceased individuals whose arrangements have been made by local funeral homes and individuals born within municipal boundaries
Retention:	L12

Marriage Register

Control:	Corporate Services
Authority:	<i>Marriage Act</i>
Information:	Name, age, address, religion, parents names, place of birth, witnesses
Use:	Record of marriages as per the <i>Marriage Act</i>
Access:	Clerk's department, marriage officiant, available to the office of the registrar general
Individuals:	Individuals who are married by a North Dundas municipal marriage officiant
Retention:	L12

Marriage Licence Applications

Control:	Corporate Services
Authority:	<i>Marriage Act</i>
Information:	Name, age, address, religion, proposed date/location of marriage, place of birth, names of applicants' parents and their places of birth
Use:	To prepare and issue licences for marriages
Access:	Marriage licence issuers, marriage officiant
Individuals:	Individuals who are married by a North Dundas municipal marriage officiant
Retention:	L12

Freedom of Information Requests

Control:	Corporate Services
Authority:	<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Information:	Name, address, phone number, details of request
Use:	To complete requests for access to records
Access:	Clerk's department, various staff who assist with records requests
Individuals:	Anyone who submits a freedom of information request
Retention:	A17

Freedom of Information – Appeals To IPC

Control:	Corporate Services
Authority:	<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Information:	Name, representations from appellant
Use:	Seeking resolutions to appeals with the Information and Privacy Commissioner of Ontario
Access:	Clerk's department, appellant, IPC mediators/adjudicators, CAO, various staff involved with MFIPPA records search
Individuals:	Appellant who appeals a decision relating to their freedom of information request
Retention:	A17

Accounts Payable	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Vendor code, client code, name, address, email address, phone number, fax number, GST/HST number, payment history, invoice history, banking information
Use:	Processing accounts payable
Access:	Finance department, auditors
Individuals:	Residents, businesses, organizations
Retention:	F01
Accounts Receivable	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Vendor code, client code, name, address, email address, phone number, fax number, GST/HST number, payment history, invoice history, banking information
Use:	Processing accounts payable
Access:	Finance department, auditors
Individuals:	Residents, businesses, organizations
Retention:	F02
Utility Billing	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Account number, name, service address, account balance, payment history, consumption history, banking information
Use:	For utilities billing (billing, collecting, follow-up)
Access:	Finance department
Individuals:	Water users of North Dundas municipality
Retention:	F02
Tax Records	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Name, address, email, phone number, property address, roll number, assessment value, tax levy, payment history, legal reference, property sale history, notes (as required), payment plan (as required), legal details, school support, local improvement charges (as required), tax class, banking information.
Use:	For taxation purposes (levy tax, collect tax, collect tax arrears)
Access:	Finance department
Individuals:	Property owners of North Dundas municipality
Retention:	F22 & F02

Employee Payroll & Benefit Records	
Control:	Finance Department
Authority:	<i>Municipal Act, Income Tax Act, Workplace Safety and Insurance Act, Canada Pension Plan, Unemployment Insurance Act</i>
Information:	Name, social insurance number, address, phone number, banking information, T4, benefit contributions
Use:	Processing payroll for Municipal employees, preparation of reports such as T4s, pension and benefit contributions
Access:	CAO, Finance department
Individuals:	Municipal staff, Council
Retention:	F16
Employee Personnel Files	
Control:	CAO
Authority:	<i>Employment Standards Act</i>
Information:	Name, contact information, employee history, issues files
Use:	maintain employee information and history
Access:	CAO, Finance, applicable Directors/Supervisors, HR staff, legal counsel (when applicable)
Individuals:	Municipal employees
Retention:	H03
Medical and Long & Short-Term Disability Files & WSIB Files	
Control:	Finance Department
Authority:	<i>Employment Standards Act, Workplace Safety and Insurance Act</i>
Information:	Employee name, contact information, employment information, confidential health information
Use:	To manage medical claims, coordinate returns to work, manage WSIB claims, monitoring costs, appeals
Access:	CAO, Finance department, applicable Directors/Supervisors, HR staff, legal counsel (when applicable)
Individuals:	Current and past employees with medical and WSIB claims
Retention:	H13
Ontario Municipal Employees Retirement System	
Control:	Finance Department
Authority:	<i>Municipal Act</i>
Information:	Employee name, earnings information, social insurance number, contributions, address, age, LT & ST disability leave reporting
Use:	Pension administration and providing a history of information for annual OMERS 119 reconciliations
Access:	Finance department
Individuals:	Current and past employees
Retention:	H10

Recruitment/Job Postings	
Control:	CAO/Department Heads
Authority:	<i>Employment Standards Act, Municipal Act</i>
Information:	Name, contact information, education, employment history, opinions/views of hiring committee/staff
Use:	Selection of candidates for employment
Access:	CAO, hiring managers, hiring committee members, Corporate Services staff, HR staff
Individuals:	Successful and unsuccessful applicants
Retention:	H11
Termination Files	
Control:	CAO
Authority:	<i>Employment Standards Act</i>
Information:	Name, social insurance number, sex, benefits and salary information
Use:	processing terminations
Access:	CAO, Finance department, legal counsel (when necessary), HR staff
Individuals:	Terminated employees
Retention:	F16 & H07
Training Database	
Control:	CAO
Authority:	<i>Employment Standards Act</i>
Information:	Name, training completed, licences, certifications (when necessary)
Use:	Tracking training and renewal dates
Access:	CAO, applicable Directors/Supervisors on request, HR staff
Individuals:	Current and past municipal employees
Retention:	H03 & H12
Requests for Service/Complaints	
Control:	Clerk's Department
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, email address, details of request or concern
Use:	To schedule work and/or respond to complaints or requests for services
Access:	All staff – depending upon the nature of the complaint
Individuals:	Individuals who request a service and/or submit a complaint
Retention:	M04

INFRASTRUCTURE SERVICES
(Transportation Services, Environmental Services, Landfill)

Employee Contact List - Transportation

Control:	Director of Transportation
Authority:	<i>Municipal Act</i>
Information:	Name, phone number
Use:	To contact transportation department employees
Access:	Director of Transportation, Patrol Supervisor, Lead Hand
Individuals:	Roads Department employees
Retention:	H03

Road Cut Application

Control:	Transportation Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, payment information (copy of cheque where applicable), contractor contact information to permit road cuts
Use:	To permit road cuts
Access:	Director of Transportation and Transportation Services staff
Individuals:	Individuals who apply for a road cut permit, contractors
Retention:	T04 & F02

Drainage Act Forms – Various

Control:	Transportation Services
Authority:	<i>Drainage Act</i>
Information:	Name, address, phone number, email
Use:	To verify property ownership and petitioner identity
Access:	Drainage Superintendent, Clerk/Council (when applicable)
Individuals:	Individuals who request drainage works
Retention:	E09

Landfill Registrations

Control:	Environmental Services
Authority:	<i>Municipal Act, Environmental Protection Act</i>
Information:	Name, address, telephone number, email, vehicle information (make, model, colour, licence #)
Use:	To verify vehicles attending the landfill sites are registered residents
Access:	Director of Environmental Services, Environmental Services staff
Individuals:	Residents who register their vehicles to use the landfills
Retention:	E07

Water /Sewer Allocation	
Control:	Environmental Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, telephone number, email
Use:	To verify residency information and connection details
Access:	Environmental Services staff, Development Services staff
Individuals:	Those who apply for a water/sewer allocation
Retention:	D03 & E07 & E13

COMMUNITY SERVICES (Development Services, Recreation & Culture, Fire Services)	
Building Permits & Inspections	
Control:	Development Services
Authority:	<i>Building Code Act</i>
Information:	Name, phone number, email address, home address, letter of authorization, plans, legal information regarding power of sale.
Use:	To ensure compliance with the Building Code Act and regulations.
Access:	Development Services staff, Clerk
Individuals:	Building permit applicants, property owners of building permit applications
Retention:	P10
Civic Number/Farm 911 (Emily Project) Applications	
Control:	Development Services
Authority:	<i>Municipal Act</i>
Information:	Name, phone number, address, email, roll number, property legal description, building permit number
Use:	To review and approve applications for 911 civic signs
Access:	Development Services staff, Transportation Services staff
Individuals:	Those who apply for a 911 civic sign
Retention:	D19

Property Files	
Control:	Development Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, emails, past correspondence, roll number, copies of orders issued, copies of notices of violation, work orders, building permits, zoning amendment/minor variance decisions, records related to a property
Use:	To look up history of property and manage compliance for planning, building and enforcement processes
Access:	Development Services staff, Clerk, Fire Services staff
Individuals:	Owners of property within the municipality
Retention:	Permanent
Bylaw Complaints	
Control:	Development Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, location of complaint
Use:	To investigate complaints and ensure compliance with bylaws
Access:	Development Services staff, Clerk
Individuals:	Any resident who submits a bylaw complaint
Retention:	P01
Kennel Licences	
Control:	Development Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, plans
Use:	To ensure compliance with municipal bylaws and ensure proper authorization for all applicable new or renewed kennels in the municipality
Access:	Development Services staff
Individuals:	Anyone who applies for a Kennel Licence
Retention:	P09
Mobile Food Premises	
Control:	Development Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, automobile licence information, liability insurance, Health Unit approvals, TSSA approvals, plans, letter of authorization from owner
Use:	To ensure compliance with municipal bylaws and proper authorization for all applicable new/renewed mobile food premises
Access:	Development Services staff, Clerk, Fire Services staff
Individuals:	Anyone who applies for a mobile food premise license
Retention:	P09

Committee of Adjustment Files (Minor Variance Applications)	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant's Name (and/or agent), address, phone number, email, address
Use:	To process minor variance applications and verify ownership of the property
Access:	Development Services staff, adjoining property owners (via notice sent by Municipality), commenting agencies, Council
Individuals:	Individuals who apply for a minor variance, applicants/agents
Retention:	D13
Community Improvement Plan and Regional Incentives Program Applications	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant's Name, address, phone number, email
Use:	To process applications and to verify ownership of the property
Access:	Development Services staff, approval committee members
Individuals:	Individuals who apply for funding to these programs
Retention:	D18
Subdivision/Condominium Files	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant's Name (and/or agent), address, phone number, email
Use:	To process application together with United Counties of SDG and verify ownership of the property subject to the application
Access:	Development Services and Transportation Services staff, adjoining property owners (via notice sent by Municipality), commenting agencies, Council
Individuals:	Applicant's (and/or agents)
Retention:	D12 & D07
Site Plan Applications	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, email
Use:	Verify ownership of the property subject to the application
Access:	Development Services staff, Transportation Services staff, commenting agencies, Fire Services staff
Individuals:	Applicants (and/or agents)
Retention:	D11

Zoning Amendment Applications	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, email
Use:	To process zoning amendment applications
Access:	Development Services staff, Transportation Services staff, adjoining property owners (via notice sent by municipality), commenting agencies, Council
Individuals:	Applicants (and/or agents)
Retention:	Permanent
Official Plan Applications	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) name, address, phone number, email
Use:	To process Official Plan amendment applications together with the Counties SDG
Access:	Development Services staff, adjoining property owners (via notice sent by Municipality), commenting agencies, Council, counties SDG planning staff
Individuals:	Applicants (and/or agents)
Retention:	D09
Consents	
Control:	Development Services
Authority:	<i>Planning Act</i>
Information:	Applicant (and/or agent) Name, address, phone number, email
Use:	To comment on application and verify property ownership
Access:	Development Services staff, residents (via notices sent by municipality), commenting agencies, Council, counties SDG planning staff
Individuals:	Applicants (and/or agents)
Retention:	D08
Local Business Expo	
Control:	Development Services
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, email
Use:	To evaluate businesses attending the expo
Access:	Development Services staff
Individuals:	Any business who requests to be included in the expo
Retention:	D02

Facility Rentals	
Control:	Recreation & Culture
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, email, organization/association, booking history, facility set up requirements, payment information
Use:	To book facilities and process payments
Access:	Recreation & Culture staff, Corporate Services staff, Finance staff
Individuals:	Individuals booking a municipal facility
Retention:	A21 & L14
Facility Key Deposit	
Control:	Recreation & Culture
Authority:	<i>Municipal Act</i>
Information:	Name, phone number, email, location of facility rented, amount of deposit
Use:	To track keys borrowed by facility users
Access:	Recreation & Culture staff, Corporate Services staff, Finance staff
Individuals:	Facility users
Retention:	A24
Program Registration	
Control:	Recreation & Culture
Authority:	<i>Municipal Act</i>
Information:	Name, age, gender, date of birth, address, phone number, email, parent/guardian name, medical information, payment information, individuals authorized for pickup
Use:	To facilitate participation in programming, emergency contact information
Access:	Recreation & Culture staff, Corporate Services staff, Finance staff and program providers
Individuals:	Program participants and parents/guardians
Retention:	R06
Summer Student Staff	
Control:	Finance Department and HR Department
Authority:	<i>Municipal Act</i>
Information:	Name, address, phone number, e-mail, resume, evaluations, police checks, certifications, medical information (if needed)
Use:	Staffing for various municipal departments
Access:	Various municipal departments who have summer students
Individuals:	Summer students
Retention:	H03 & H16

Firefighter Lists	
Control:	Fire Chief
Authority:	<i>Municipal Act</i>
Information:	Name, home phone number
Use:	To contact Fire Department staff
Access:	Fire Department staff
Individuals:	Fire Department staff
Retention:	H03
Alarm Response Reports	
Control:	Fire Chief
Authority:	<i>Fire Protection and Prevention Act</i>
Information:	Name, address, personal details in responses, drivers' licence, staff names, emergency contacts
Use:	To track and process alarm reports
Access:	Fire Department staff
Individuals:	Clients, accident victims, homeowners, suppression staff
Retention:	P04 & P05
Training Records	
Control:	Fire Chief
Authority:	<i>Fire Protection and Prevention Act</i>
Information:	Name, platoon, rank
Use:	To provide and track staff training
Access:	Chief Training Officer
Individuals:	Current and retired staff
Retention:	H03 & H12
Fire Services Inspections and Investigations	
Control:	Fire Chief
Authority:	<i>Fire Protection and Prevention Act, Fire Code, Building Code Act</i>
Information:	Address, name of the owner/occupant, name of Inspector/Investigator
Use:	To track and process inspections/investigations
Access:	Fire Department staff, Development staff
Individuals:	Fire Department staff, Development staff
Retention:	P06 & P07 & P08