



OIPC Personal Information Inventory

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

1. Operational files

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

- a) Requests for review
- b) Complaints
- c) Requests to disregard
- d) Requests for reconsideration
- e) Inquiries
- f) FOI requests
- g) Requests for information
- h) Policy issue and consultation case files
- i) Independent Investigations Office reports

2. Administrative files

2.1 Electronic:

- a) All payments to staff and contractors are processed through a corporate accounting system. It contains personal information such as addresses, travel claims, and other information required to process payments to staff and contractors.
- b) We use an HR system called PeopleSoft to manage staff and positions; it contains personal information such as home addresses, tax status, spouse identification, and other information we require to manage payroll and employee status.
- c) We sometimes collect personal information from staff or contractors in our email correspondence, such as leave entitlements and change in benefit status, for example.
- d) Files on the local area network (LAN):
 - i. Employees' individual HR files (letters written to employees, salary increments, performance appraisals, etc.)
 - ii. Facilities: there is a listing of names for key job assignments

- iii. Information technology: contains listings and mailboxes for staff assigned emails and passwords, and distribution lists – with employees' names and where they work.
- iv. Finance: leave liability, budget projections, and budget building spreadsheets for the purposes of informing budget projections – contains names, salaries and vacation earned.

2.2 Paper files:

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

ADMINISTRATIVE POLICIES AND PROCEDURES	
Office of the Information and Privacy Commissioner	
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