

## Exhibition Place Personal Information Banks Directory

CODE	RECORD TITLE	DESCRIPTION	LEGAL AUTHORITY	CATEGORIES OF USERS	RETENTION AND DISPOSITION
XA1550	Backup Data	Records relating to data stored by the Information Services and Telecommunication unit as annual network backups, annual and monthly Outlook backups, and unique or one-time backups, e.g. when a server is de-commissioned. This series includes the backed up data as well as the associated backup metadata. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created by Information Services and Telecommunications for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. Backup data and media are organized or classified by the backup application.		Information Services and Telecommunications	Active for 2 years then destroyed.
XF1301	Employee Payroll Files	Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, copies of court orders, and all supporting correspondence.	Employer Health Tax Act, R.S.O. 1990, c. E.11 ss 12(4); Employment Insurance Act (Canada), 1996, c. 23, s 87; Employment Standards Act, S.O. 2000, c.41, ss 15(5); Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s 24	Finance	Termination plus 7 years then destroyed, where termination is termination of employment, or termination of retirement benefits, whichever is longer.  Permission for disposal is given by the Finance Minister.
XF1325	Pay Period Processing	Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, time sheets, job tickets, employee expense reports, time cards, original and amended T4 statements, payroll adjustment and variance reports, and all supporting	Employment Insurance Act (Canada), 1996, c. 23, s. 87	Finance Human Resources Facility Services	Current plus 7 years then destroyed.

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		correspondence.			
XF2401	Accounts Payable	Records relating to the processing of payments made by Exhibition Place to external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers.	Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230	Finance	Current plus 7 years then destroyed.
XF2801	Employee Payroll Benefits	Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to Exhibition Place employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the Exhibition Place payroll, and types of benefits coverage. Documents may include copies of insurance or benefits carriers' policies, managerial directives and reports, benefits coverage notifications, benefits coverage statistical reports, and all supporting correspondence.	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24	Finance Human Resources	Termination plus 10 years then destroyed, where file is closed upon termination of employment or cessation of benefits.
XF4307	Insurance Claims	Records relating to first party claims made by Exhibition Place to the Exhibition Place Insurer(s) (for example, property and crime losses), and third party liability claims that are made against Exhibition Place. Third party liability claims may arise from alleged negligence or omission by Exhibition Place, for example, its failure to clear ice and snow from roads, falling trees, potholes and collisions involving Exhibition Place vehicles. Documents include copies of claims and affidavits, damage and injury reports, medical reports, and all supporting correspondence.	Limitations Act, S.O. 2002, c. 24, Sched. B. s.14. (1), (2), 15 (2); Insurance Act. R.S.O. 1990, c. I.8, 300	Finance	Termination plus 15 years then destroyed, where file is closed upon resolution of case.

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XG0261	Access to Information and Personal Information Protection – Access Requests	Records relating to the receipt and processing of access requests for Exhibition Place records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45	Chief Financial Officer & Corporate Secretary	Termination plus 5 years then destroyed, where file is closed upon completion of the case.
XG0265	Investigations into Privacy Complaints and Breaches	Records relating to formal and informal privacy complaints and breach investigations. The Municipal Freedom of Information and Protection of Privacy Act provides a privacy protection scheme which Exhibition Place must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control. A Privacy Breach - occurs when personal information is collected, used, disclosed and or destroyed in ways that are not in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act. Documents may include complaint correspondence, submissions to the Information Privacy Commission, investigation reports, briefing notes, recommendations, and interview documents.	Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15(2); Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07; Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy	Chief Financial Officer & Corporate Secretary	Subject to archival review 15 years after completion of the case, where file is closed upon completion of the case.
XG0269	Access to Information Request Appeals	Records relating to the processing of request appeals under MFIPPA. Request appeal status may be tracked electronically by unique request identification number. Copies of appeals documentations are filed in paper format, arranged by their respective request number. Documents include access request forms and supporting documentation, copies of responsive records, decision letters, Mediator's report, Notice of enquiry, appeals representations, IPC Order and all supporting correspondence.	Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15(2)	Chief Financial Officer & Corporate Secretary	Subject to archival review 15 years after conclusion of the appeal process.

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XH1202	Employee Medical Data	Records relating to the medical status, conditions, and recovery of individual Exhibition Place employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, mental health status, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence.	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 12	Human Resources	Termination plus 7 years then destroyed, where file is closed upon termination of employment.
XH1208	Employee Performance Management	Records relating to the performance management program for Exhibition Place employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.		Human Resources	Termination plus 7 years then destroyed, where file is closed upon termination of employment.
XH1210	Staff Competition and Recruitment	Records relating to the recruitment of staff for existing or future jobs and appointments at Exhibition Place. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30(4) (last amendment: 2007, c. 13), s. 45	Human Resources	Destroyed 6 years after closing of competition.
XH1211	Police Reference Checks	Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is		All divisions	Current plus 1 year then destroyed

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		refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions at Exhibition Place. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.			
XH1213	Secondments and Acting Assignments	Records relating to staff secondments to or from the City of Toronto or within Exhibition Place. Secondments enable employees to work in other departments or in other capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.	Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 (last amendment: 2010, c. 16, Sched. 4, s. 27), s. 27; Employment Standards Act, S.O. 2000, c.41 (last amendment: 2010, c.16, Sched. 9, s. 1), 15(5)	Human Resources	Destroyed 6 years after termination of employee's secondment or assignment.
XH1215	Applications and Resumes – Unsolicited	Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30	All divisions	Active 1 year then destroyed
XH1241	Record of Training	Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application forms; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, reports; and all other related documentation and correspondence.	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 25.; Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54; Transportation of Dangerous Goods Regulations (Canada), SOR/2001, s 6.6	Human Resources Health & Safety Operations	Termination plus 21 years then destroyed, where file is closed upon termination of employment.
XH1242	Safety and Technical Training Program	Records relating to the administration and development of technical training programs and skills development opportunity offered to employees. Includes information on training programs such as:	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54;	Human Resources	Subject to archival review 21 years after termination of

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XH1250		equipment operation, handling of hazardous material, transportation of dangerous goods, training programs on safety and accident prevention on the work site. Documents may include program sign off sheets, instruction sheets, authorized instructors competency certificate or declaration, detailed session plan and program change logs, teaching aid package, test questions and answers, required fees, material price list and contact names, employee sign off sheets, template used to indicating that employees have received training, copies of hazardous material data sheets, informational materials, and all supporting correspondence.	Transportation of Dangerous Goods Regulation (Canada), SOR/85-77, s 4.27 & s 9.6	Health & Safety Operations	employment.
	Grievances and Arbitrations	Records relating to complaints received from Exhibition Place unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.	Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (last amendment: 2009, c. 33, Sched. 20, s. 3), s. 49(2); Limitations Act, S.O. 2002, c. 24, Sched. B, s. 15(2)	Sales & Event Management Operations	Subject to archival review 21 years after resolution or settlement of case
XH1260	Human Rights Complaints and Investigations	Records relating to receiving, investigating, and resolving complaints from Exhibition Place staff or from members of the public, service recipients, or visitors to the site concerning discrimination and/or harassment based on human rights protected grounds, as listed in the Exhibition Place's Human Rights and Anti-Harassment/Discrimination Policy. May include information on both informal and formal complaints, as well as advice and consultation on human rights-related subject matters such as policy development, communication tools and training. Documents may include statements of complaint and completed complaint forms, investigation reports and recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.		Human Resources	Subject to archival review 10 years after resolution of investigation

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XH1275	Occupational Health and Safety	Records relating to Exhibition Place's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc.) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of the Joint Health and Safety Committee.	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9 & s. 26; Workplace Safety and - Insurance Act, 1997	Human Resources Health & Safety	Current plus 16 years then subject to archival review
XH1303	Attendance and Scheduling	Records relating to the attendance and scheduling for Exhibition Place employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, time sheets, crew cards and all supporting correspondence.  NOTE: Most divisions will maintain paper records where as other divisions maintain electronic records as a direct upload to the electronic payroll system. This system provides support to Payroll staff who use the data to produce payroll outputs in the form of pay period processing reports.		Human Resources Payroll Facility Services Operations	Current plus 3 years then destroyed

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XH1355	Workers' Compensation and Disability Management	Records relating to tracking and monitoring of all individual employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.	Workplace Safety and -Insurance Act, 1997, R.R.O. 1990, Reg. 1101, First Aid Requirements, s. 5	Human Resources Health & Safety	Subject to archival review 7 years after termination of employment
XL0360	Parks and Recreational Facility Permits	Records relating to the issuance of permits for the use of Exhibition Place parks and recreational facilities for recreational purposes. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.	Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4	Sales & Event Management	Destroyed 4 years after expiration of permit.
XR0016	Fitness Club Membership	Records relating to fitness club programs and memberships offered within City-owned or Exhibition Place-operated fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.	Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4	All divisions	Current plus 4 years then destroyed
XR0031	Recreational Program Registration	Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4;	All divisions	Current plus 6 years then destroyed