



NORTH COAST
REGIONAL DISTRICT

**DIRECTORY OF PERSONAL
INFORMATION BANKS**

Contents

Introduction	3
Personal Information Banks Overview	4
Definitions.....	5
Corporate Administration	6-7
Finance	8-10
Human Resources.....	11-12
Payroll.....	13-14
Planning	15
Information Technology	15

Introduction

Under the British Columbia *Freedom of Information and Protection of Privacy Act*, all public bodies are required to identify the title, address, and telephone number of the head of their organization. They are also required to provide the same information for the Freedom of Information and Privacy Contact Person in their organization. They are further required to provide the mandate of their organization and component parts.

The Act also gives specific direction to all public bodies about the collection, use and disclosure of personal information under their control. It obliges public bodies to maintain confidentiality of the personal information in their records and allows individuals the right to see any personal information that is about them. In order to assist the public in identifying where personal information may be held about them in government, each public body is responsible for compiling the information and producing a listing of personal information banks under its control. This listing must be made available to the public and copied upon request.

Personal Information Banks Overview

Head:

Chair and Board
North Coast Regional District
14-342 3rd Avenue West
Prince Rupert, BC V8J 1L5
Phone 250-624-2002
Fax 250-627-8493

Coordinator:

Corporate Officer
North Coast Regional District
Howard Tsang
14-342 3rd Avenue West
Prince Rupert, BC V8J 1L5
Phone 250-624-2002
Fax 250-627-8493

The North Coast Regional District is responsible for the delivery, administration and maintenance of basic services such as community water, refuse collection and disposal, land use planning and emergency preparedness, recreation and economic development services.

On the following pages you will find the Personal Information Banks that are located under the care and control of the North Coast Regional District.

Definitions

Title: Title of information

Location: Location personal information is filed in.

Individuals in bank: Those individuals that are included in the personal information bank.

Personal information: The kind of personal information and categories of individuals whose personal information is included.

Authority: Authority for collecting personal information. Any collection of personal information must be authorized by the *Freedom of Information and Protection of Privacy Act*. As well as permitting collection for certain purposes, the *Act* allows collection if authorized under another statute. Accordingly, most of the personal information collected by the Regional District is pursuant to the *Local Government Act*.

Purpose: The purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed.

Users: The categories of persons who use the personal information or to whom it is disclosed.

Personal Information Banks

Corporate Administration

Title: Board Directors and Senior Staff Statement of Financial Disclosure

Location: NCRD Administration Office

Individuals in bank: NCRD Directors and senior staff

Personal information: Name, assets, liabilities, income, real property, corporate assets. Financial disclosures are collected each year between January 1 and 15.

Authority: *Financial Disclosure Act*

Purpose: Statutory

Users: Corporate administration department

Title: Delegations

Location: NCRD Administration Office

Individuals in bank: Individuals and organizations proposing to present to the Board of the NCRD

Personal information: name, email, telephone, organization name

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*, voluntary

Purpose: To consider delegation requests to appear before the Board of the North Coast Regional District

Users: Corporate administration department

Title: Election Nomination Documents

Location: NCRD Administration Office

Individuals in bank: Individuals running for office in Electoral Areas A, C, D & E of the NCRD

Personal information: Name, address, telephone, email, nominators

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*, *Local Government Act s. 87*

Purpose: Statutory

Users: Corporate administration department

Title: Local Elections Elector Registration & Poll Books

Location: NCRD Administration Office

Individuals in bank: Electors in the NCRD

Personal information: Name, address, identifying document numbers

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Local Government Act*

Purpose: Statutory

Users: Corporate administration department

Finance

Title: Utility Billing (Vadim)

Location: NCRD Administration Office

Individuals in bank: NCRD residents who have utilities with the NCRD

Personal information: Address, ownership information, services. Utility billing for water and garbage service.

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*

Purpose: Coordination of utility services and billing for customers

Users: Finance department

Title: BC Assessment Rolls

Location: NCRD Administration Office

Individuals in bank: Residences in the NCRD

Personal information: Address, legal description. Prepared by BC Assessment for taxation purposes.

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Assessment Act*

Purpose: Local government finances

Users: Finance department

Title: Accounts Payable (Vadim)

Location: NCRD Administration Office

Individuals in bank: Vendors who provide services to the NCRD

Personal information: Vendor name, address, telephone number, email, financial institution information. Supplier listings.

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*

Purpose: Local government finances

Users: Finance department

Title: Accounts Receivable (Vadim)

Location: NCRD Administration Office

Individuals in bank: Customers of the NCRD

Personal information: Organization, names, address. Customer listings.

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*

Purpose: Local government finances

Users: Finance department

Title: Board Directors and Staff Personal Information and Contact Information

Location: NCRD Administration Office

Individuals in bank: NCRD Directors and staff

Personal information: Name, email, address, SIN #

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*, voluntary

Purpose: Internal contact, payroll

Users: Senior staff and board members

Title: Grant Funding Applications

Location: NCRD Administration Office

Individuals in bank: Organizations applying to the NCRD for grant funding

Personal information: organization, contact, email, mailing, telephone, fax, society/charity registration number, land ownership information

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*, voluntary

Purpose: Applications to consider providing grant funding

Users: Senior staff

Title: Permissive Tax Exemption

Location: NCRD Administration Office

Individuals in bank: Organizations applying to the NCRD for permissive tax exemption

Personal information: Name, email, telephone, address, society registration #, charity registration 3, property information

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Local Government Act s. 224*

Purpose: For consideration of annual permissive tax exemptions

Users: Finance department

Human Resources

Title: Employee Personnel Files - Active

Location: NCRD Administration Office

Individuals in bank: Active employees of the NCRD

Personal information: First, middle and last name, date and place of birth, employee number, education history (including degrees and certificates completed), SIN, certification number, gender, phone number, email, address, previous work history and interests, bank information, marital status, first and last name of dependents, citizenship/immigration status. Employment history (may include previous employer name including first and last name of company contact, address of company, position held and reasons for leaving). First and last name of references and their phone/email contact information

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Employment Standards Act s. 528(1), Local Government Act s. 233*

Purpose: To maintain records of an employee's working history and to allow supervisors to administer their area of responsibility

Users: Payroll, senior staff, employees

Title: Employee Personnel Files – Archives/Terminated

Location: NCRD Administration Office

Individuals in bank: Past employees of the NCRD

Personal information: First, middle and last name, date and place of birth, employee number, education history (including degrees and certificates completed), SIN, certification number, gender, phone number, email, address, previous work history and interests, bank information, marital status, first and last name of dependents, citizenship/immigration status. Employment history (may include previous employer name including first and last name of company contact, address of company, position held and reasons for leaving). First and last name if references and their phone/email contact information

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Employment Standards Act s. 28(1)(a) and (b), Local Government Act s. 233*

Purpose: To maintain historical reference of an employee's records

Users: Senior staff

Title: Health and Safety – WorkSafe Claims/Injury

Location: NCRD Administration Office

Individuals in bank: NCRD employees involved in WorkSafe claims/injury

Personal information: First and last name, position, location, birthdate, home address, phone number, nature of the incident, nature of injury, date and time of injury, witness names, salary information and date of hire (if applicable for a claim)

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Employment Standards Act s. 28(1)(a) and (b), Local Government Act s. 233*

Purpose: To maintain records of workplace injuries or near misses and follow-up on reports received

Users: Senior staff

Title: Seniority Lists

Location: NCRD Administration Office

Individuals in bank: NCRD employees

Personal information: First and last name, seniority date, ranking, position, location

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Local Government Act s. 233*

Purpose: Contractual requirement and historical reference.

Users: Senior staff, all unionized employees and their managers

Payroll

Title: Employee Benefit Program Records

Location: NCRD Administration Office

Individuals in bank: NCRD employees

Personal information: First and last name, address, sex, SIN, group number, dependents, DOB, amount of coverage, effective medical dates, EHB, dental, group/opt. group life, AD&D, short/long term disabilities, status, earnings, dates of hire/retirement, years of service, incentive allowance payments, employee number

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Local Government Act s. 233*

Purpose: Current benefit records for employees and dependents, for payouts and monitoring of participants

Users: Senior staff, employees, payroll

Title: Employee Time Sheets

Location: NCRD Administration Office

Individuals in bank: NCRD employees

Personal information: First and last name, pay period, time worked, budget allocation.

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Local Government Act s. 233*

Purpose: Production of payroll and cost distribution

Users: Senior staff, employees, EI, payroll

Title: Payroll Computer System (Vadim)

Location: NCRD Administration Office

Individuals in bank: NCRD employees

Personal information: First and last name, address, Social Insurance Number, Date of Birth, sr./current/original hire/termination/annual increment date, sex, tax exempt, union/group membership, hours of work, cost code, pay category/rate, occupation, location, bank account number, benefit participation/rates, Record of Employment, leave/vacation, WCB records, employee number

Authority: *Freedom of Information and Protection of Privacy Act 26(c), Local Government Act s. 233, Employment Standards Act*

Purpose: To enable the production of salary and wage payments, payroll deductions and external (T-4, Record of Employment), internal (costing and benefit administration) payroll reports.

Users: Senior staff, payroll

Planning

Title: Planning (civic addressing / development variance permit / OCP and zoning amendment / property/zoning inquiry)

Individuals in bank: Property owners, applicants (if different from owner), designated contact persons

Location: NCRD Administration Office

Personal information: Name, email, telephone, fax, ownership information, land information

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*

Purpose: To gather information to process planning related initiatives

Users: Senior staff

Information Technology

Title: Information Technology (Webnames, iCompass)

Location: NCRD Administration Office

Individuals in bank: NCRD Director and staff

Personal information: Directors and staff first and last name, email addresses

Authority: *Freedom of Information and Protection of Privacy Act 26(c)*

Purpose: To facilitate use of information technology to benefit the operations of the Regional District

Users: All Directors and staff