



Personal Information Bank Registry

The [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#), requires the City of Burlington to keep an updated Personal Information Bank and to make it available for the public to view.

Personal Information Bank is defined in MFIPPA 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.” The Register includes a description of the Personal Information maintained to support each division’s programs and activities. For each Personal Information Bank, the following information is provided: the department maintaining the records, location, legal authority for collection, identifying data, how the information is used, who is authorized to use the information, and retention and disposition.

The list of the personal information banks at the City is below. You can use this register to find what you are looking for by doing a key word search (keys to press: Ctrl+ F) or by scrolling through each of the departments. The Personal Information Bank Register is arranged for the City of Burlington as follows:

[Building and By-law Enforcement](#)

[Capital Works](#)

[City Manager’s Office](#)

[City-Wide](#)

[Community Planning](#)

[Customer Experience](#)

[Finance](#)

[Fire](#)

[Human Resources](#)

[Legal Services](#)

[Office of the City Clerk](#)

[Recreation, Community and Culture](#)

[Roads, Parks and Forestry](#)

[Transit](#)

[Transportation](#)

The Role of the Head As required by MFIPPA, the City of Burlington has designated the City Clerk as the Head. The Head is responsible for making sure that the “institution” (the City of



Burlington) properly discharges its statutory obligations under MFIPPA. In discharging this responsibility, the Head makes sure that the departments/divisions adhere to City procedures and practices that promote compliance with MFIPPA.

Questions or comments on the registry should be directed to:

Office of the City Clerk
426 Brant Street, PO Box 5013
Burlington, ON L7R 3Z6
Tel.: 905-335-7698
Email: clerk@burlington.ca



Building and By-law Enforcement Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
All Sections							
Prosecution Records and Briefs	Burlington City Hall – 426 Brant Street	Building Code Act, Ontario Building Code, Municipal Act and Municipal By-laws, Ministry of Transportation Authorized Requester Information Services (ARIS) Agreement	Name, address, telephone number and email address, agent name, address, telephone number and email address, charges filed, witness statements, driver’s license, drivers abstract	To document incidents of infractions, provide evidence for prosecutions to bring persons to court who commit an offence by failing to comply with the Ontario Building Code Act and City By-laws	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services, Fire Services, Finance	Public	Resolution + 7 years
Routine Disclosure Request Forms	Burlington City Hall – 426 Brant Street	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act	Applicant name, address, telephone number and email address, records requested, service fees	To facilitate the request to release building records	Building Staff	Public	Closure of appeal period + 5 years
Animal Control							
Animal Control Complaints and Investigations	Burlington Animal Shelter - 2424 Industrial St	Municipal Act, Dog Owners’ Liability Act, Animal Control By-law, Ministry of Transportation Authorized Requester Information Services (ARIS) Agreement	Owner name, address, phone number and email address, complainant name, address, phone number and email address, victim name, address, phone number and email address, victim statements, witness statements, animal owner and property owner statements, tenant names, photographs, licensing information, complaint information, notes, notices,	To identify animals and their owners, to establish lawful ownership, investigation and enforcement. For public health to track communicable diseases and to monitor animal health. To meet the required tracking by OMAFRA and for investigative purposes	By-law Enforcement Staff, Animal Control Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Halton Regional Police, other police agencies, local veterinary clinics and	Public	4 years

			driver's license, drivers abstract, legal documents (summons', information, hearing notes and decisions, etc.), veterinary records, public health records, breeder information, including animal source and health information		hospitals and other animal and government agencies		
Animal License Applications	Burlington Animal Shelter - 2424 Industrial St	Municipal Act, Animal Control By-law	Owner name, address, telephone number and email address, license number, animal health information, date license issued	To identify and locate dog owners, process applications and issue new licenses	By-law Enforcement Staff, Animal Control Staff	Public	4 years
Animal Adoption Records	Burlington Animal Shelter - 2424 Industrial St	Municipal Act, Animal Control By-law	Owner name, address, telephone number and email address, prospective owners, previous pet ownership information, animal health information	To facilitate care and treatment of animals at the shelter and support the adoption process	By-law Enforcement Staff, Animal Control Staff	Public	4 years
Building Services							
Applications for Transfer of Permits	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act	Name, address, telephone number and email address	To transfer a property to builder/purchaser	Building Staff	Public	Permanent
Applications for Pool Enclosure Permits	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act, Pool Enclosure By-law	Owner's name, address, telephone number and email address, Professional consultant's name, address, telephone number and email address, location of site, drawings, permit fees and service fees	To approve and permit the construction of a pool enclosure in accordance with the Pool Enclosure By-law	Building Staff, By-law Enforcement Staff, Planning Staff	Public	Permanent

Applications to Build, Demolish, Change of Use Permits, Sign Permits, Pool Permits	Burlington City Hall – 426 Brant Street	Building Code Act, Building Permit By-law	Property owner name, address, telephone number and email address, Professional consultant name, address, telephone number and email address, drawings, permit fees, service fees, and applicable law information	To approve requirements for permits and compliance with the Ontario Building Code and other applicable law. For statistical reporting purposes.	Building Staff, By-law Enforcement Staff, Planning Staff, Geomatics Staff, Fire Services Staff, Legal Services and other regulatory agencies	Public	Permanent
Building Code Complaints	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act, Building Permit By-law	Complainant name, address, telephone number and email address, Property owner name, address, telephone number and email address, Witness name, address, phone number and email address, witness statements, photographs, complaint information, notes, notices, legal documents (summons', information, hearing notes and decisions, etc.)	To document the nature and source of investigation into complaints under the Ontario Building Code and Building Permit By-law	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Halton Regional Police, other police agencies	Public	Permanent
Building Inspection Records	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act, Building Permit By-law	Property owner name, address, telephone number and email address, Tenant name, address, telephone number and email address	To record mandated inspections required by the Building Code	Building Staff, Legal Services	Public	Permanent
Building General Inquiries	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act	Name, address, telephone number and email address, inquiry, research, commentary	To respond to inquiries regarding building services, business licensing, by-law enforcement and animal services – inquiries that do not result in	Building Staff, By-law Enforcement Staff, Animal Control Staff	Public	2 years

				subsequent investigation or creation of AMANDA folders			
Building Permit Reports/Statistical Reports	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act, Building Permit By-law	Property owner name, address, telephone number and email address, Professional consultants’ name, address, telephone number and email address, drawings	To approve and permit the construction of new buildings, and/or renovations, additions, demolitions, swimming pools, septic tanks and signs, in accordance with the Ontario Building Code	Building Staff, Legal Services	Public	Permanent
By-law Enforcement							
By-law Complaints and Investigations	Burlington City Hall – 426 Brant Street	Building Code Act, Municipal Act, Municipal By-laws, Ministry of Transportation Authorized Requester Information Services (ARIS) Agreement	Complainant name, address, telephone number and email address, Witness name, address, telephone number and email address, witness statements, photographs, complaint information, notes, notices, driver’s license, drivers abstract, legal documents (summons’, information, hearing notes and decisions, etc.)	To document nature and source of investigation into non-compliance with Municipal By-laws	Building Staff, By-law Enforcement Staff, Planning Staff, Legal Services Staff, Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justices of the Peace, Hearings Officers, Halton Regional Police, other police agencies	Public	5 years
Licensing							
Business Licensing	Burlington City Hall – 426 Brant Street	Municipal Act, Licensing By-law, Adult Entertainment By-law, Public Vehicles By-law	Name, address, telephone number and email address, Agent’s name, address, telephone number and email address, location, police clearances and record checks	To approve licenses and for enforcement measures	By-law Enforcement Staff, Building Staff, Planning Staff	Public	5 years



Liquor Licensing	Burlington City Hall – 426 Brant Street	Municipal Act, Alcohol and Gaming Commission of Ontario	Name, address telephone number and email address, location	To approve liquor licenses and for enforcement measures	By-law Enforcement Staff, Building Staff; Planning Staff	Public	5 years
Lottery Licensing	Burlington City Hall – 426 Brant Street	Criminal Code of Canada, Order in Council 2688/93, Alcohol and Gaming Commission of Ontario, Lottery Licensing By-law	Principal officers name, address, telephone number and email address, names of board members, names of charitable and non-profit organizations members, police clearances and record checks	To issue lottery licenses and related enforcement	By-law Enforcement Staff, Alcohol and Gaming Commission of Ontario	Public	5 years
Portable Sign/Banner Applications	Burlington City Hall – 426 Brant Street	Municipal Act, Sign By-law	Property owner name, address, telephone number and email address, Applicant name, address, telephone number and email address, type and location of sign, site plan and drawings, property owner authorization form, duration of permit, permit fees or service fee	To approve requirements for portable signs/banner permits and compliance	By-law Enforcement Staff, Building Staff, Planning Staff	Public	Permanent
Tag Day Permits (Program Discontinued)	Burlington City Hall – 426 Brant Street	Municipal Act	Applicant name, address, telephone number and email address, Organization name, address, telephone number and email address, location and dates requested	To approve tag day permits for charitable, patriotic, religious and sports organizations to fundraise in front of local businesses	By-law Enforcement Staff, Building Staff; Planning Staff	Public	Application in date + 5 years

Capital Works Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Accessibility Services							
Accessible Formats and Communication Support Requests	Burlington City Hall – 426 Brant Street	Accessibility for Ontarians with Disabilities Act	Name, address, telephone number and email address, request details	To assess and respond to requests for accessible formats and communication materials	All City Staff	Public	10 years
Design & Construction							
Driveway Widening Permits	Burlington City Hall – 426 Brant Street	Municipal Act, Municipal By-laws	Name, address, telephone number and email address, financial information relating to the applicant	To process an application for a driveway widening	Capital Works Staff	Public	Permanent
Municipal Consent Permits	Burlington City Hall – 426 Brant Street	Municipal Act Municipal By-laws	Name, address, telephone number and email address, financial information relating to the applicant	To process an application for municipal consent	Capital Works Staff	Public	Permanent
Curb Cut Permits	Burlington City Hall – 426 Brant Street	Municipal Act Municipal By-laws	Name, address, telephone number and email address, financial information relating to the applicant	To process an application for a curb cut applications	Capital Works Staff	Public	Permanent
Development & Stormwater Engineering							
Grading and Drainage Clearance Certificates	Burlington City Hall – 426 Brant Street	Municipal Act, Municipal By-law 52-2018	Name, address, telephone number and email address	To produce and process grading and drainage clearance certificates	Capital Works, Planning and Forestry Staff	Public	15 years
Grading and Drainage Complaints	Burlington City Hall – 426 Brant Street	Municipal Act, Drainage By-law 23-2020	Name, address, telephone number and email address, nature of	To document grading and drainage complaints and conduct investigations	Capital Works Staff	Public	2 years



			complaint, date that call was opened, date of resolution				
Flooding Incidents (2014)	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address	To document flooding incidents from the 2014 Flood	Capital Works Staff	Public	Permanent
Environmental Records Requests	Burlington City Hall – 426 Brant Street	Environmental Protection Act, Municipal Freedom of Information and Protection of Privacy Act	Name, address, telephone number and email address	To document records requests for environmental issues on a specific address/property	Capital Works Staff	Public	10 years
Site Alteration Permits	Burlington City Hall – 426 Brant Street	Municipal Act, By-law 64-2014	Property location, property size, name of property owner, address, telephone number and email address, name and contact information of agent, name and contact information of consultant engineer, name and contact information of contractor, work schedule, description of proposed works, fill composition, location, regulating agency identification, qualified persons	To assess and respond to application for site alterations	Capital Works Staff	Public	Permanent



Infrastructure and Data Management							
Deemed Street Width Applications	Burlington City Hall – 426 Brant Street	Planning Act	Name, address, telephone number and email address	To confirm deemed street width as part of the development application	Capital Works Staff, Planning staff	Public	Permanent
Load Restriction Exemption Permits (Right-of-Way)	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address, financial information relating to the applicant	To process and issue a load restriction permit	Capital Works Staff	Public	Permanent
Parks and Open Space							
Park Amenities Recognition / Celebration Program Donations	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address of donor, name, address, telephone and email address of alternate contact(s), donation information	To process donations for park amenities and celebration program	Parks and Open Space Staff	Public	6 years



City Manager's Office Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Social Media/Online Engagement Contest Entries	City Hall, 426 Brant Street	Municipal Act	Name, social media handle, email address (if applicable)	To administer various contests via social media and online engagement platforms, choose and notify the winner of applicable contest(s)	Communications Staff	Public	Permanent
Volunteer Management	City Hall, 426 Brant Street	Municipal Act	Name, address, telephone number, email address, demographic information, resumes, emergency contact, training records and certifications	To record a volunteer's work history for human resources administration	Authorized City Staff	Public	50 years
Corporate Web Subscription (newsfeeds, calendar digest, webpages)	City Hall, 426 Brant Street	Municipal Act	Name, email address, subscription preferences	To provide updates to subscribers/residents	Web Services	Public	Permanent, until unsubscribed



City-Wide Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Agreements and Contracts	All City Facilities	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts	Authorized City Staff	Public	15 years
Corporate Newsletters	City Hall, 426 Brant Street	Municipal Act	Subscriber name, email address (remains until they unsubscribe), phone number	To provide updates to subscribers / residents about new programs and initiatives	Authorized City Staff	Public	Permanent
Customer Relationship Management (CRM) Contacts, Service and Information Requests	All City Facilities	Municipal Act	Name, address, telephone number and email address, customer profile, service history	To track service and information requests to respond to an inquiry or to generate a work order, to forward complaints to appropriate department(s), and process payments and refunds	Authorized and licensed City Staff	Public	2 years
Employee Emergency / Administrative List	All City Facilities	Municipal Act	Name, address, telephone number, date of birth, emergency and/ or family contact	To call out for shifts/ overtime, contact employees for meetings/ appointments or in case of emergency	Authorized City Staff	Employees, Regional of Halton Staff	4 years
Property Information Requests (PIR)	All City Facilities	Municipal Act	Name, address, telephone number and email address, client name, address, telephone number and email address, property details, municipal address, legal description, assessed owner, roll number, PIN(s), survey(s), instrument numbers	To process requests for property information	Authorized Staff	Public	15 years



Public Information / Community Engagement	All City Facilities	Municipal Act	Name, address, phone number and email address, opinions, input and feedback	Public engagement with stakeholders, including the collection of opinions, input and feedback on City programs, services and initiatives and facilitating contests, draws and surveys	Authorized City Staff	Public	5 years
Release Form	All City Facilities	Municipal Act	Name, photograph, audio recording, video recording, interview	To obtain consent for use of individuals photographic image in video interviews, pictures and publications	Authorized City Staff	Public	Permanent
Routine Disclosure of Information	All City Facilities	Municipal Freedom of information and Protection of Privacy Act	Name, address, phone number, email address, content of requests, personal information in responsive records	Routine or automatic release of certain types of administrative and operational records	Authorized City Staff	Public	5 years



Community Planning Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Development Application Forms (Official Plan Amendments, Zoning By-law Amendment, Site Plan, Condominium Plan, Subdivision Plan, Committee of Adjustment, Minor Variances, Severances, and Part Lot Control)	Burlington City Hall – 426 Brant Street	Planning Act	Applicant name, address, telephone and email address, agent's name, address, telephone numbers and email address	To facilitate development application processes, and mail public notices	All authorized City Staff	Public	Permanent



Customer Experience Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Cost Sharing Program - Divisional Fences	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address	To record and document applications and payment regarding fences on property lines adjacent to the City	Service Burlington Staff, Finance Staff, Roads, Parks and Forestry Staff	Public	Permanent
Deaths Register, Death Certificates and Burial Permits	Burlington City Hall – 426 Brant Street	Vital Statistics Act	Name, address, age, gender, physician’s name and address, cause of death, informants’ name and relationship to the deceased, date and place of death, name and address of funeral home	To record deaths in the City and deaths of City residents that occur outside the City to report to the Province and to issue burial permits for City cemeteries	Authorized City Staff and Registrar General of Ontario	Public	Permanent
Marriage License Register	Burlington City Hall – 426 Brant Street	Marriages Act	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father’s name and place of birth, mother’s maiden name and place of birth, date and place of intended marriage	To issue marriage licenses and maintain a record of marriage licenses issued in the City	Authorized City Staff and Registrar General of Ontario	Public	Permanent (Applications retained for 1 year)



Environment, Infrastructure and Community Services Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Community Garden Applications	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address, contact preference	To assess and respond to applications for a community garden plot	Sustainability Staff	Public	1 year



Finance Department Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Financial Services							
Accounts Payable	Sims Square - 390 Brant St, Burlington	Municipal Act, Retail Sales Tax Act	Name, address, phone number, email address, banking information	To process payments to suppliers of goods or services to the City	All City Staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees, Members of Council	6 years
Accounts Receivable	Sims Square - 390 Brant St, Burlington	Municipal Act, Retail Sales Tax Act	Name, address, phone number, email address, payment history, banking information, credit checks	process payments received from customers of the City for goods and services the City has supplied	All City Staff, Auditors, and Regulating Agencies and Local Boards	Public, Employees	6 years
Donations Tax Receipts	Sims Square - 390 Brant St, Burlington	Excise Tax Act	Name, address, telephone number, email address, in memorial names of deceased parties	To issue official donations receipt for income tax purposes	Finance Staff; and Regulatory Agencies	Public, Employees, Members of Council	6 years
Declarations of Conditions of Employment	Sims Square - 390 Brant St, Burlington	Excise Tax Act	Name, address, telephone number, job title, social insurance number	To issue CRA T2200 form to deduct employment expenses from income	Finance Staff and Regulatory Agencies	Employees, Members of Council	50 years
Employee Benefits	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To document payment of premiums	Finance Staff, and Human Resources Staff, Benefits Provider	Employees, Members of Council	6 years
Payroll Administration	Sims Square - 390 Brant St, Burlington	Municipal Act, Income Tax Act, Employment Insurance Act, Pension Benefits Act, Collective Agreements	Name, address, telephone number, employee numbers, email address, banking information, benefits, earnings, date of birth, social insurance number, pay deductions include union	To process payroll and prepare statistical reports such as T-4's, pension and benefit contributions	Finance Staff, Human Resources Staff, Parks and Recreation Staff, Auditors, Revenue Canada and Regulating Agencies	Employees, Members of Council	6 years



			duties, garnishee, pension and income tax, drivers' licenses				
Purchasing Credit Card	Sims Square - 390 Brant St, Burlington	Municipal Act, Customs Act, Retail Sales Tax Act	Name, number, City credit card number	To process payment of goods and services using City payment cards	All City Staff, Financial Institutions, Regulating Agencies and Local Boards	Employees	6 years
Procurement							
Procurement Proposals	Sims Square - 390 Brant St, Burlington	Municipal Act	Name, address, telephone number, email address, information relating to the education or employment history of the individual(s) submitting proposal(s)	To confirm relevant skills and experience of the individual(s) submitting proposal(s)	All City Staff involved in specific Procurement	Public	7 years
Taxation							
Property Tax Accounts	Sims Square - 390 Brant St, Burlington	Municipal Act, Assessment Act	Name, address, telephone number and email address of tax account holder, birth year and month, financial information*	To administer property tax accounts, including billing, payments, statements and delinquent accounts	All City Staff, Finance Staff*, Regulating Agencies	Public	6 years
Tax Rebates and Deferrals Applications	Sims Square - 390 Brant St, Burlington	Municipal Act, Burlington By-Law 12-2016, Halton Region By-Law 16-20, Burlington By-Law 61-2016, Halton Region By-Law 18-20, Income Tax Act s 248(1), Halton Region By-law 75-01, Halton Region By-Law 20-16	Name, address, telephone number, financial status of persons requesting tax rebate or deferral	To determine eligibility for tax relief rebate or deferral	Finance Staff and Auditors	Public	6 years



Fire Department Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Clothing & Equipment Issue Log	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Occupational Health and Safety Act, Ministry of Labour, Ontario Fire Code Act, Fire Prevention and Protection Act	Name, employee number, year of service, physical attributes	To document the clothing and protective equipment issued each year to each Fire Department employee.	Burlington Fire Department Staff	Employees	50 years
Emergency Planning / Continuity of Operations Planning	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Municipal Act, Emergency Management and Civil Protection Act	Name, address, telephone number, and email address for staff responsible for emergency operations in the Emergency Plan, name address, telephone number email address and details of affected parties involved in an emergency	To document information in the Emergency Plan and responses from the Emergency Operations Centre regarding emergencies	Authorized City Staff	Public, Employees	Permanent
Employee Records	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Employment Standards Act, Municipal Act, Fire Marshal's Act	Name, address, telephone number, email address, badge number, seniority, job title, platoon, station, age, date of birth, work history, education/training history, performance ratings	To record employees' work history, attendance, and documentation of employee incidents	Fire Chief, Deputy Fire Chief and Human Resources staff	Employees	50 years
Fire Call Voice Recordings	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington + Other Burlington Fire Stations	Fire Prevention and Protection Act	Name, address, telephone number, date of birth, treatment provided, information pertinent to emergency treatment, insurance company and coverage, vehicle license plate number and make, details of protection systems, suspected cause, source of ignition, dollar loss	To document the calls dispatched to City of Burlington Fire Stations	Burlington Fire Department Staff and Regulating Agencies	Public	2 years



Fire Dispatch & Incident Reports	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Municipal Act, Fire Prevention and Protection Act, Fire Code, City By-laws	Name, address, telephone number and email address, police and witness information, first aid treatment, insurance company and coverage, vehicle license plate number and make/models, details of protection systems, suspected fire cause, source of ignition, dollar loss	To document the department's response to an emergency call, to document action taken, and to provide evidence for possible investigation or future prevention program	Burlington Fire Department Staff and Regulating Agencies	Public	15 years
Fire Investigation Reports	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Fire Prevention and Protection Act	Name, address, telephone number, email address, investigator's notes, emergency call records, Halton Regional Police reports, Fire Marshal reports, pictures, witness statements, dispatcher's notes	To investigate fires of a suspicious nature, set by criminal means by arson or in cases where serious injury or death has occurred	Burlington Fire Department Staff and Regulating Agencies	Public	Permanent
Fire Prevention Orders and Inspection Reports	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington +	Fire Prevention and Protection Act, Building Code Act	Name, address, telephone number, email address occupant's name, address, telephone number, email address, emergency contacts name and telephone number, record of any violations, inspection reports, building plans, sprinkler calculations, site plan agreements, correspondence	To inspect properties to affect compliance with all statutes and regulations	Burlington Fire Department Staff and Regulating Agencies	Public	Permanent
Permits (Open-Air Burn and Fireworks)	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Fire Prevention and Protection Act, Fireworks and Firecrackers By-law, Open-Air Burning Bylaw	Name, address, telephone number, email address, sponsoring organization, vehicle license number and expiry date, credit card information	To issue permits for open-air burning and fireworks display	Burlington Fire Department Staff and Regulating Agencies	Public	Permanent



Prosecution Records and Briefs	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington + Other Burlington Fire Stations	Fire Prevention and Protection Act	Name, address, telephone number, and email address, occupation, informant's name, nature of the offence, plea, conviction	To bring to court persons who commit an offence under provincial statutes and regulations	Burlington Fire Department Staff, Legal Services Staff and Regulating Agencies	Public	7 years
Public Education and Outreach	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington	Municipal Act, Fire Prevention and Protection Act,	Name, address, telephone number, email, opinions, input and feedback	Public engagement with stakeholders, including the collection of opinions, input and feedback on City programs, services and initiatives	Burlington Fire Department Staff	Public	15 years
Smoke and Carbon Monoxide Alarm Installation – Release of All Claims and Waiver of Liability	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington + Other Burlington Fire Stations	Municipal Act, Fire Marshal's Act	Name of resident, address, telephone number, attending officer name, platoon, apparatus	To issue a "Waiver of Liability" to Install Smoke/Carbon Monoxide alarm or Battery Installation	Burlington Fire Department Staff	Public	15 years
The Arson Prevention Program for Children (TAPP- C)	Burlington Fire Department Headquarters - 1255 Fairview St, Burlington + Other Burlington Fire Stations	Municipal Act, Fire Marshal's Act	Parent or guardian name, child's name and date of birth, address, telephone number, email address	To administer The Arson Prevention Program for Children (TAPP-C) program	Burlington Fire Department Staff	Public	15 years

Human Resources Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Human Resources							
Attendance and Scheduling	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act	Name, employee number, schedule and hours of work	To record employee hours of work, employee absenteeism and administration	Human Resources Staff	Employees	7 years
Benefits Enrollment	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To administer employee benefits	Human Resources Staff	Employees, Members of Council	7 years
Employee Records	Sims Square - 390 Brant St, Burlington	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act, Ontario Human Rights Code	Name, address, telephone number, social insurance number, age, date of birth, gender, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, interview questions, staff education assistance board decision for education and training history, and photographs for identification cards, offboarding information.	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized City Staff	Employees, Members of Council	50 years
Grievances	Sims Square - 390 Brant St, Burlington	Labour Relations Act, Fire Protection and Prevention Act, CUPE	Name, grievance forms, disciplinary notices, replies, grievance decision awards,	To investigate and document the grievance process and outcomes.	Human Resources staff, City Manager,	Employees	Permanent

		Local 1540 Collective Agreement, CUPE Local 2723 Transit Collective Agreement, CUPE Local 44 Collective Agreement, IAFF Local 1552 Fire Collective Agreement	supporting documentation, arbitration notices, communications, arbitrator decisions, Memorandums of Understanding, mediation settlements,		Department Heads and Managers, including external agencies, and union representatives		
Recruitment	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act, Ontario Human Rights Code	Name, address, telephone number, email address, age, convictions without pardons, names of relatives working for the City, education, employment history, references	To document information about applicants and records pertaining to the	Recruitment	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act, Ontario Human Rights Code
Staff Education Assistance Program / Board	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act	Name, address, employee number, telephone number, email address, course details, academic, training record and certifications, course receipts	To record training and education participation for development	Human Resources Staff, Authorized City Staff	Employees	50 years
City Training and Development	Sims Square - 390 Brant St, Burlington	Municipal Act, Employment Standards Act	Name, employee number, email address, course details, grades, training record and certifications	To record training and development participation for City development	Human Resources Staff, Authorized City Staff	Employees	50 years
Health and Safety							
Disability Management Files	Sims Square - 390 Brant St, Burlington	Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act	Name, address, telephone number an email address, date of birth, health professional's name, phone number, date of assessment, abilities and restrictions, evaluations including hearing tests, fitness testing, medical	To document employee	Disability Management Files	Sims Square - 390 Brant St, Burlington	Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act

			history, long term disability forms, accommodation requests				
Health and Safety Plans	Sims Square - 390 Brant St, Burlington	Occupational Health and Safety Act, Joint Health & Safety Committee Terms of Reference	Name, address, telephone number and email address, date of birth, health professional's name, phone number, medical history, safety requirements	To implement an employee safety plan	Human Resources Staff, Joint Health and Safety Committee members	Employees, Members of Council	50 years
Workplace Safety and Insurance Act Reports	Sims Square - 390 Brant St, Burlington	Occupational Health and Safety Act, Workplace Safety and Insurance Act	Name, address, telephone number and email address, date of birth, social insurance number, medical history, gender, marital status, assessed earnings and yearly hours worked	To notify Ontario Ministry of Labour (when required) and Joint Health & Safety Committee, to identify root causes and corrective actions to ensure safety of the employees	Human Resources Staff; Finance Staff	Employees, Members of Council	60 years
Workplace Safety Insurance Act Claims	Sims Square - 390 Brant St, Burlington	Workplace Safety and Insurance Act	Name, address, telephone number and email address, date of birth, social insurance number, medical history, gender, marital status, health professional's notes and functional abilities assessment, rate of pay	To process short and long-term disability claims, Workplace Safety Insurance Boars (WSIB) claims and provide workplace accommodations	Human Resources staff	Employees, Members of Council	50 years

Legal Services Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
All Sections							
Agreements and Contracts	Sims Square - 390 Brant St, Burlington	Municipal Act	Name, address, telephone number and email address	To administer agreements and contracts including land and development agreements	Legal Services Staff, Client Departments	Public	15 years
Legal Opinions and Briefs	Sims Square - 390 Brant St, Burlington	Municipal Act	Name, address, telephone number and email address, opinions contained in legal briefs regarding the individual	To create and maintain legal opinions and briefs	Legal Services Staff	Public	Permanent
Halton Court Services							
Court Cases	Provincial Offences Act (POA) Courthouse -4085 Palladium Way, Burlington	Provincial Offences Act	Name, address, telephone number and email address, charge, police agency involved, billing information, verdict, date of offence, date of court, driver's license, date of birth, gender	To administer court cases for billing, reporting and tracking purposes	Court Administration Staff	Public	7 years
Collections	Provincial Offences Act (POA) Courthouse -4085 Palladium Way, Burlington	Provincial Offences Act, Municipal Act	Name, address, telephone number, of the charged/convicted individuals, verdict, charge, fine amounts, outstanding debts, credit record of provincial offences act payment	To fulfill obligations under the Provincial Offences Act and the Memorandum of Understanding with the Ministry of the Attorney General	Collections Staff	Public	7 years
Provincial Offences Act (POA) Prosecution Records	Provincial Offences Act (POA) Courthouse -4085 Palladium Way, Burlington	Provincial Offences Act	Name, address, telephone number and email address, date of birth, driver's license number (when applicable), gender, witness names, witness	To document incidents of infractions, provide evidence for prosecutions to bring persons to court who	Court Administration Staff	Public	1 year



			addresses, witness telephone number and witness statements	commit an offence by failing to comply with legislation			
Realty Services							
Land Acquisition & Disposition	Sims Square - 390 Brant St, Burlington	Municipal Act	Name, address, agreements of purchase and sale, offers to purchase, invoices from lawyers	To process transactions	Legal Staff, Real Estate Manager	Public	Permanent
Leases	Sims Square - 390 Brant St, Burlington	Municipal Act	Name, address, telephone number and email address, insurance vendors, valuation, terms	To administer leases	Legal Services Staff, Client Departments	Public	15 years
Litigation and Prosecution							
Insurance Claims	Sims Square - 390 Brant St, Burlington	Municipal Act	Name, address, telephone contact and email address, details of claim, adjuster's reports and invoices, health, information, financial information	To consider insurance claims submitted against the City of Burlington and claims made by the City	Legal Services Staff, City's Insurer, City's Insurance Adjuster	Public	15 years
Litigation Files	Sims Square - 390 Brant St, Burlington	Municipal Act, Insurance Act, Real Property Limitations Act, Registry Act, Land Titles Act, Expropriations Act, Planning Act, Building Code, Fire Code, Municipal By-laws	Name, address, telephone number and email address, date of birth, gender, marital status, financial information, medical information, criminal records, court and tribunal documents, exhibits	To litigate claims against the City, to defend the City's position including land tribunals	Legal Services Staff	Public	15 years
Municipal Prosecutions	Sims Square - 3390 Brant St, Burlington	Municipal Act, Planning Act, Building Code, Fire Code and other Municipal By-laws	Name, address, telephone number and email address, date of birth, driver's license number (when applicable), photographs and witness names, witness	To administer legal proceedings under Part 1, 2, and 3 of the Provincial Offences Act	Legal Services Staff	Public	7 years



			addresses, witness telephone number and witness statements				
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Office of the City Clerk Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Information Management							
Access and Privacy	Burlington City Hall – 426 Brant Street	Municipal Freedom of Information and Protection of Privacy Act	Name, address, phone number and email address, content of requests, personal information in responsive records	To communicate with requesters and/or complainants; and respond to Freedom of Information requests, or to address privacy complaints	Clerks Staff	Public, Employee, Members of Council	Closure of access request + 5 years
Archives Collection	Burlington City Hall – 426 Brant Street	Municipal Act, City of Burlington Archives Policy	Name, date of donation, conditions of donation, description of records donated (includes extent, content, media/format, record types, physical condition and market valuation), tax receipts (if applicable), donation and other legal agreements, publicity material	To provide the public with access, for administrative reference, community and contextual research	Clerks Staff, Public	Public	Permanent
Assessment Roll	Burlington City Hall – 426 Brant Street	Municipal Act, Assessment Act	Name, address, tax sale and power of sale procedures and property owners	To calculate taxes, to distribute lists, to conduct research regarding designation of historical and/or architectural significant structures, to research legal agreements, to facilitate assessment research	Clerks Staff, Finance Staff, Public	Public	Permanent

Birth Registers (Archival)	Burlington City Hall – 426 Brant Street	Vital Statistics Act	Name, gender, date of birth, name of mother, name of mother and father, parents’ marital status, mother’s maiden name, place and date of parents’ marriage, occupation of parents, status of mother, relation to child, attendant at birth, place of birth	To maintain a record of births, for administrative reference, community and contextual research	Clerks Staff, Public	Public	Permanent
Deaths Register (Archival)	Burlington City Hall – 426 Brant Street	Vital Statistics Act	Name, address, age, gender, physician’s name and address, cause of death, informants’ name and relationship to the deceased, date and place of death, name and address of funeral home, occupation of deceased, date and place of birth, religion	To maintain a record of births, for administrative reference, community and contextual research	Clerks Staff, Public	Public	Permanent
Marriages Register (Archival)	Burlington City Hall – 426 Brant Street	Vital Statistics Act	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father’s name and place of birth, mother’s maiden name and place of birth, date and place of intended marriage, occupation of parties,	To maintain a record of births, for administrative reference, community and contextual research	Clerks Staff, Public	Public	Permanent



			name and address of witnesses, marriage officiant, license or bann				
Requests for Redaction of Personal Information	Burlington City Hall – 426 Brant Street	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act	Name, address, telephone number and email address	To redact personal information from the City’s website, specifically in relation to Committee/Council communications, Planning Department and Committee of Adjustment	Clerks Staff	Public	5 years
Committee Services							
Citizen Applications and Appointments	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address, employment and volunteer history, references, police and vulnerable sector check	To report to Council to appoint citizens to various city boards and committees	Clerks Staff	Public	Permanent
Closed Session Minutes and Reports	Burlington City Hall – 426 Brant Street	Municipal Act	Personal information about identifiable individuals contained in in-camera Committee or Council records	To consider matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Clerks Staff	Public, Employees	Permanent
Closed Meeting Complaints and Investigations	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Municipal Act open meeting provisions	Clerks Staff, Regulating Agency	Public	Permanent
Code of Good Governance / Code of Conduct Complaints and Investigations	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints of alleged contraventions of the Code of Good	Clerks Staff, Integrity Commissioner	Public	Permanent

				Governance or Code of Conduct for Local Boards and Committees			
Complaints and Investigations	Burlington City Hall – 426 Brant Street	Municipal Act, Public Sector and MPP Accountability and Transparency Act (Bill 8)	Name, address, telephone number and email address, nature of complaint	To report to Council on complaints under Bill 8	Clerks Staff, City Staff (applicable), Regulating Agency	Public	2 years
Election Candidate Records and Campaign Finance Records	Burlington City Hall – 426 Brant Street	Municipal Elections Act	Name, address, telephone number and email address of candidate, name and address of auditor or chief financial officer, name and address of person(s) authorized to accept contribution deposits, name and address of persons making contributions and nominating candidate	To certify candidates and registered third party advertisers for municipal elections, and to post financial reporting documentation for the public	Clerks Staff	Public	4 years
Election Staffing Records	Burlington City Hall – 426 Brant Street	Municipal Elections Act	Name, address, telephone number and email address, social insurance number, financial information	To hire and pay election staff	Clerks Staff, Finance staff	Public	4 years
Volunteer/Committee Database	Burlington City Hall – 426 Brant Street	Municipal Act	Name and contact information, term of appointment, status, position	Reference for committees appointed by Council	Clerks Staff	Public	Permanent



Recreation, Community and Culture Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Arts and Culture							
Public Art Donations	City of Burlington Community Centers	Municipal Act	Name, address, telephone number and email address of donor, name, address, telephone and email address of alternate contact(s), donation information	To process public art donations	Arts & Culture Staff, Finance Staff	Public	6 years
Arts and Culture Events and Program Applications	City of Burlington Community Centers	Municipal Act	Name, telephone number, email address, background information related to experience, letters of endorsement, insurance information, liability waivers	To process applications for participation in arts and culture events, programs and competitions sponsored by Recreation Services	Arts & Culture Staff	Public	2 years
Arts and Culture Funding Program	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, email address, experience, image of entry/artwork, bursary application (may include curriculum vitae, letters of endorsement), insurance information, liability waivers	To assess and facilitate applications & participation in arts and culture events, programs and competitions sponsored by Recreation Services	Arts & Culture Staff	Public	2 years
Business Services							
Community Support Application / Facility Fee Waiver	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, and email address, type of community support requested	To consider applications to receive funding for community investment programs	Business Services Staff	Public	2 years
Drop in Admissions / Membership Applications	City of Burlington Community Centers	Municipal Act, Ministry of Tourism and Recreation Act	Name, address, phone number, e-mail, date of birth, emergency contact, physician contact, parent signature (if	To process fitness membership applications and to assess physical	Recreation Services (Fitness Centre Staff)	Public	1 year

			under 18), physical activity readiness questionnaire (PAR-Q), and physician's consent if required	health prior to membership			
Employee Records	City of Burlington Community Centers	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act	Name, address, telephone number, social insurance number, age, date of birth, sex, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, interview questions, staff education assistance board decision for education and training history, and photographs for identification cards, offboarding information.	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized City Staff	Employees	50 years
Facility and Equipment Bookings	City of Burlington Community Centers	Municipal Act	Name, address, e- mail, phone number, membership/team list (includes names, addresses, phone numbers and birthdays), name of organization	To book facilities and equipment	Recreation Services staff, Facility Management staff, Parks and Forestry Operations staff	Public	2 years
Facility and Park Rentals	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, email address, business/organization information, request type, insurance	To rent City facilities and parks	Recreation Services staff, Facility Management staff, Parks and Forestry Operations staff	Public	2 years
Incident and Accident Reports	City of Burlington Community Centers	Municipal Act, Ministry of Labour; Workplace Safety and	Name, address, phone number, age, sex, emergency contact (relation and phone number) of	To investigate and report incidents and accidents at City facilities to the	Recreation Services Staff	Public, Employees	2 years



		Insurance Board (for employees)	injured. Name and phone number of witness	Ministry of Labour, and WSIB claims			
Recreation Fee Assistance	Recreation Services - City of Burlington Community Centres	Municipal Act	Name, date of birth, address, phone number, marital status, names and dates of birth and signatures of family members, notice of assessment, indications of current major sources of income, proof of residency	To assess eligibility for the Recreation Fee Assistance subsidy and register participants in recreation programs	Recreation Services Staff	Public	1 year
Registration and Fundraising of Events	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, email address, credit card information	To facilitate event sponsorship registration, ticket purchases, donations, guest registration, seating and availability, e-tickets, reports	Recreation Services Staff	Public	2 years
Community Development							
Festivals and Events Applications	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, email address, signature, name of organization, primary contact, event proposal, finances, timelines, insurance	To apply for festivals and events to occur on City property	Authorized City Staff	Public	2 years
Festivals and Events Volunteer Worker Applications	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, email address, date of birth, emergency contact name, emergency contact telephone number, emergency contact relation, allergies, physical abilities	To be registered in the City of Burlington's Festivals & Events volunteer database and receive volunteer opportunities	Authorized City Staff	Public	50 years



Filming Permit Applications	City of Burlington Community Centers	Municipal Act	Film company name, address, location manager name, phone number, file title, production type, summary of filming activity, site plan, description of filming request, location request, production information	To assess and respond to filming requests of City property	Authorized City Staff	Public	2 years
Facility Operations							
Access Cards	City of Burlington Community Centers	Municipal Act, Occupiers Liability Act	Name, work location, telephone number	To issue access cards to employees	Authorized City of Burlington Staff	Employees, Members of Council	2 years
Facilities Maintenance and Work Orders	City of Burlington Community Centers	Municipal Act	Name, address, telephone number, and email address, concern or complaint	Notification of properties requiring service and replying to service requests; tracking completion of work orders	Facility Operations Staff	Public, Employees	2 years
Leases	City of Burlington Community Centers	Municipal Act	Name, address, telephone number and email address, insurance vendors, valuation, terms	To administer leases	Facility Operations Staff, Legal Services Staff	Public	15 years
Security Sign-in and Sign-out	City of Burlington Community Centers	Municipal Act, Occupiers Liability Act	Name, address, telephone number, and email address, reason for visit	Identifying individuals and visitors in City administrative buildings to ensure that security is maintained in City buildings	Authorized City Staff	Public	2 years
Security Incidents	City of Burlington Community Centers	Municipal Act, Occupiers Liability Act	Name, address, telephone number, email address, date of birth, driver's license, incident or vandalism reports,	To investigate incidents on City property and assets	Authorized City Staff; and Police Agencies	Public, Employees	15 years



Video Recordings (Facilities)	City of Burlington Community Centers	Municipal Act, Occupiers Liability Act	Digital images of individuals at City facilities	To monitor and protect City assets, employees, and the general public	Authorized City Staff; and Police Agencies	Public	7 days
Zero Tolerance Complaints and Investigations	City of Burlington Community Centers	Trespass to Property Act, Municipal Act, Occupiers Liability Act	Name, address of complainant, witness statements, email correspondence related to incident, records and documentation of issue resolution and final outcomes	To receive and investigate complaints regarding alleged contraventions of the zero tolerance policy	Authorized City Staff; and Police Agencies	Public	4 years
Recreation Services							
Program Registrations	City of Burlington Community Centers	Municipal Act 2001, Municipal Freedom of Information and Protection of Privacy Act, Ministry of Tourism and Recreation Act	Name, date of birth, age, sex, contact information, financial transactions (includes credit card number), medical information, physician contact information, emergency contact, swimming ability, name of school with which child is registered, contact information for persons authorized to pick up a minor, photo release, snack permission, swim permission, independent sign-out	To assess eligibility and register participants in recreation programs	Recreation Services staff	Public	1 year
Special Needs Accommodations	Recreation Services - City of Burlington Community Centres	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code	Name, age, gender, address, parent/guardian contact information, emergency contact, information about disability, supports required, safety plan, behavioural information, medical information, doctor consent	To assess special needs participants for participation in Recreation Services programs	Recreation Services Staff	Public	



			forms, mobility information, assessments of communication, behaviour and life skills				
Personal Support Worker Volunteer Registration	City of Burlington Community Centers	Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code	Name, address, telephone number and email address, medical information, employment history, education	To document requests for personal support worker volunteers to assist individuals with disabilities	Recreation Services Staff	Public	1 years



Roads, Parks and Forestry Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Business Services							
Cemetery Records	City of Burlington - 3330 Harvester Road	Cemeteries Act	Name, phone number, address, and email address, date of birth, date of death	To create work orders for burial lot purchases, burials, and cremations	Cemetery Operations Roads, Director of Roads, Parks and Forestry, City Auditors	Public	Permanent
Seasonal Employee Records	City of Burlington - 3330 Harvester Road	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace Safety and Insurance Act, Municipal Act	Name, address, telephone number, and email address, social insurance number, age, date of birth, sex, driver's license, marital status, work history, performance ratings, salary adjustments, disciplinary action, commendations, resume, interview questions, staff education assistance board decision for education and training history, and offboarding information.	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance proceedings and for Human Resources administration	Authorized City Staff	Employees	50 years
Winter Operations Call Out List	City of Burlington - 3330 Harvester Road	Municipal Act	Name, address, telephone number	To call out for shifts/overtime or in case of emergency	Authorized City Staff	Employees	4 years
Insurance Claims Support and Litigation	City of Burlington - 3330 Harvester Road	Municipal Act	Name, address, telephone number, and email address, alternate contact name, address, telephone number, and email address	To support claim inquiries and litigation	Authorized City Staff	Public	15 years



Fleet Services							
Driving Records (City Wide exclude Transit and Fire)	City of Burlington - 3330 Harvester Road	Ministry of Transportation – Authorized Requester Information Services (ARIS)	Name, driver's license number, class of license, gender, height, date of birth, driver convictions history, driver abstract, conditions for license	To confirm that a valid licence exists and divers of City vehicles meet criteria	Manager, Fleet Services and Vehicle and Equipment Training Coordinator	Employees	30 days
Parks Operations							
Adopt-A-Flowerbed	City of Burlington - 3330 Harvester Road	Municipal Act	Name, address, telephone number, and email address, alternate contact name, address, telephone number, and email address	To consider applications to fund the maintenance of flowerbed on City road allowances	Parks Operations Staff	Public	15 years
Parks Access Agreements	City of Burlington - 3330 Harvester Road	Municipal Act	Name, address, telephone number and email address	To administer parks access agreements	Parks Operations Staff	Public	15 years
Goose Control Program	City of Burlington - 3330 Harvester Road	Municipal Act	Name, address, telephone number and email address	To allow access to private property	Parks Operations Staff	Public	15 years
Road Operations							
Windrow Snow Clearing Applications	Burlington City Hall – 426 Brant Street	Municipal Act	Name, home address, home telephone number, age, doctor's remarks, doctor's name, address and telephone number	To determine eligibility for removal of snow from driveway entrances	Authorized City Staff	Public	15 years
Urban Forestry							
Tree By-law Compliance Records	City of Burlington - 3330 Harvester Road	<i>Municipal Act</i>	Name, address, telephone number, and email address	To generate tree permits for the injury or removal of trees, inclusive of payment	Forestry Staff, Planning and Site Engineering	Public	6 years



Transit Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Driver Safety and Training Records	Transit Headquarters - 3332 Harvester Rd	Municipal Act	Name, address, telephone and email address, copy of driver license, work location	To administer staff licensing and training courses	Transit Management Staff	Employees	Working life of the Employee
Lost and Found	Transit Headquarters - 3332 Harvester Rd	Municipal Act	Name, phone number, route travelled, description of lost item, date claimed by customer	To verify and contact customers if lost items are found	Transit Operations Staff	Public	30 days
Sign-in/Sign-out	Transit Headquarters - 3332 Harvester Rd	Municipal Act	Name, date, time	To record contractors and visitors at Transit Headquarters for health and safety purposes	Transit Operations Staff	Public	1 year
Specialized Transit	Transit Headquarters - 3332 Harvester Rd	Municipal Act	Name, address, telephone number and email address, medical history including disabilities, emergency contact, special routes and pick up/drop off locations	To provide personal and customized transit services	Transit Operations Staff	Public	Life of the rider
Video Recordings - Downtown Terminal	Transit Terminal - 430 John St	Municipal Act, Occupiers Liability Act, Municipal Freedom of Information and Protection of Privacy Act	Digital images of the exterior and interior of Downtown Terminal	To monitor and protect City assets, employees, and the general public	Transit Operations Staff	Public	22 days
Video Recordings – Transit Buses	Transit Headquarters - 3332 Harvester Rd	Municipal Act, Occupiers Liability Act, Municipal Freedom of Information and	Digital images of transit riders	To monitor and protect City assets, employees, and the general public	Transit Operations Staff	Public	30 days



		Protection of Privacy Act					
Video Recordings - Transit Headquarters	Transit Headquarters - 3332 Harvester Rd	Municipal Act, Occupiers Liability Act, Municipal Freedom of Information and Protection of Privacy Act	Digital images of the exterior and interior of Transit Headquarters	To monitor and protect City assets, employees, and the general public	Transit Staff Operations	Public	22 days



Transportation Personal Information Bank

Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Parking Services							
Parking Complaints	Burlington City Hall – 426 Brant Street	Municipal Act, Parking By-law 39-2016	Name, address, telephone number and email address, records of visits and inspections, records of infractions, photographs, correspondence, notices of contravention	To record parking complaints, respond to work orders and enforce by-laws	Authorized City Staff	Public	2 years
Parking Exemptions	Burlington City Hall – 426 Brant Street	Municipal Act, Parking By-law 39-2016	Name, address, telephone number and email address, license plate, make and model of vehicle, registered ownership	To administer parking exemption including the overnight parking program, enforce and investigate potential parking by-law infractions, and to establish lawful exemptions and validate/issue permits	Transportation Staff	Public	1 year
Parking Permits - Employee	Burlington City Hall – 426 Brant Street	Municipal Act, Parking By-law 39-2016	Name, address, telephone number and email address, license plate, work location	To assign parking spots to employees	Transportation Staff	Employees	1 year
Parking Permits - Public	Burlington City Hall – 426 Brant Street	Municipal Act, Parking By-law 39-2016	Name, address, telephone number and email address, license plate, make and model of vehicle, registered ownership	To assign parking spots to members of the public	Transportation Staff	Public	1 year
Parking Ticket Appeals	Burlington City Hall – 426 Brant Street	Municipal Act, Parking By-law 39-2016	Name, address, telephone number and email address, license plate	To schedule screenings and hearings for dispute	Transportation Staff	Public	7 years



				resolution and to collect outstanding fines			
Parking Ticket Payments	Burlington City Hall – 426 Brant Street	Municipal Act, Parking By-law 39-2016	Name, address, telephone number and email address, license plate	To process payment of parking tickets	Customer Experience Staff, Financial Staff, Transportation Staff	Public	6 years
Traffic Operations and Signals							
Traffic Calming Engagement and Consultation	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, phone number and email address, opinions, input and feedback	Public engagement with stakeholders, including the collection of opinions, input and feedback on City programs, services and initiatives	Transportation Staff	Public	5 years
Traffic and Road Safety Complaints	Burlington City Hall – 426 Brant Street	Municipal Act	Name, address, telephone number, email address, date of inquiry, date that call was opened, date of resolution, actions performed	To document service requests, respond to complaints and to generate a work order	Transportation Staff	Public	2 years
Road Occupancy Permits	Burlington City Hall – 426 Brant Street	Municipal Act , Highway Traffic Act	Name, address, telephone number and email address, permit location, insurer information, financial information	To issue and track permits (curb cuts, wide load, mobile sign, road occupancy), generate work orders, respond to residents and issue payment receipts	Transportation Staff	Public	Permanent