

## **OIPC Personal Information Inventory**

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

### **1. OPERATIONAL FILES**

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

- a) Requests for review
- b) Complaints
- c) Requests to disregard
- d) Requests for reconsideration
- e) Inquiries
- f) Judicial review materials
- g) FOI requests
- h) Requests for information
- i) Policy issue and consultation case files
- j) Independent Investigations Office reports
- k) Breach notifications
- l) FIPPA s. 25 notifications
- m) Audit files

### **2. ADMINISTRATIVE FILES**

#### **2.1 Electronic:**

- a) All payments to staff and contractors are processed through a corporate accounting system. It contains personal information such as addresses, travel claims, and other information required to process payments to staff and contractors.
- b) We use an Enterprise Resource Planning Suite (ERP) software solution to record and store personal information we require to manage payroll and employee status.

We use a cloud-based productivity and collaboration Software as a Service (SaaS) that is managed and stored by a service provider. The SaaS solution we use contains emails, messages, images, and documents, and may include personal information about citizens and employees. Some of it is extremely sensitive,

including health information, criminal history information, child protection information, and police information.

- c) We sometimes collect personal information from staff or contractors in our email correspondence, such as leave entitlements and change in benefit status, for example.
- d) Files on the local area network (LAN). In addition to the information described above (2.1(a), (b), and (c)), a copy of which may also be on our LAN, the LAN may also include:
  - i. Human Resources information: Employees' individual HR files (letters written to employees, salary increments, performance appraisals, leave management information, etc.)
  - ii. Facilities information: hardware assignment information, mailbox listings configuration information, and information about the names of our employees and where they work.
  - iv. Finance information: leave liability, budget projections, and budget building spreadsheets for the purposes of informing budget projections – contains names, salaries and vacation earned.
- e) Travel vouchers: contain names and home addresses of staff.

The LAN may contain other information, including personal information, not listed above. If you have questions, please email the OIPC and we will assist you. Please note for security reasons, we do not provide a detailed inventory of our LAN to the public, however we try to provide adequate information about the major categories of information on our LAN to assist individuals seeking to make a request for access to information in our custody or under our control.

## **2.2 Paper files:**

- a) Historical travel vouchers: contain names and home addresses of staff, filed on and off site.
- b) Historical leave management forms: contain names and often information on sick and special leave about employees.
- c) First aid incident reports
- d) Historical HR files.

## **3. PURPOSES OF COLLECTION OF PERSONAL INFORMATION**

We collect personal information that is necessary to fulfill purposes related to our programs or activities including:

- to verify identity;
- to contact the individual with regard to a request for review or complaint;

- to open a file and process a complaint or request for review;
- to open a file and process an access request under FIPPA;
- to respond to a breach report to OIPC;
- to collect, use, and disclose personal information that the OIPC is authorized or required to collect, use or disclose under the LTA or FIPPA; and
- to otherwise fulfill any other duties under PIPA, FIPPA and the LTA.
- to manage OIPC employees, including onboarding and offboarding employees

Examples of personal information we may collect include:

- Personal contact information (name, address, email, phone number); • Personal information contained in records responsive to an access request, complaint, or request for correction;
- Personal information of individuals subject to regulatory action; and
- Context-dependent personal information that may relate to any other file, investigation or work undertaken by the Offices as authorized in relation to the exercise of the powers of the Information and Privacy Commissioner and the Registrar of Lobbyists.

<b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>	
Office of the Information and Privacy Commissioner	
<b>Policy:</b> OIPC Personal Information Inventory	<b>Effective Date:</b> March 3, 2016
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