Directory of BC Transit’s Personal Information Banks

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Introduction

BC Transit is required under Section 69(6) of British Columbia’s Freedom of Information and Protection of Privacy Act to make publically available this Directory of Personal Information Banks. A Personal Information Bank is a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or another particular assigned to an individual. This Directory ensures that the public can locate personal information held by BC Transit and determine how this information is used. BC Transit continues update and add to the Directory on a regular basis.

Contact Information
For answers to questions about the collection of personal information at BC Transit, please contact:
Information and Privacy Officer
BC Transit
520 Gorge Rd E
Victoria, BC V8W 2P3

Email: Privacy @BCTransit.com   Phone: 250-995-5679
Personal information bank name:
Accounts Receivable

Personal information location:
FIN Accounting

Purpose of the collection, use and disclosure of personal information:
To support the maintenance of address book and banking records in the address book database.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Third party vendors
Representatives of a company, corporation, society or association

Types of personal information collected:
Name
Signatures
Nature of expenses
Contact information
Banking information

Personal information is used by and/or disclosed to:
Used by:
Accounting personnel
Finance personnel

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal year + 1 year</td>
<td>6 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

935-20 Accounts, Receivable: Accounts receivable files
Personal information bank name:

Competitions

Personal information location:
PC Operations

Purpose of the collection, use and disclosure of personal information:
To document and facilitate recruitment competitions for determining a successful applicant.

Authority for collection of personal information:
*Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.*

Collected personal information is about:
Internal candidates
External candidates

Types of personal information collected:
- Name
- Contact information
- Applications
- Resume/Curriculum Vitae
- Correspondence
- References
- Eligibility lists
- Testing and scoring
- Job descriptions/postings
- Interview guides

Personal information is used by and/or disclosed to:
Used by:
- People & Culture personnel
- People Leader

Disclosed to:
- Representatives of a company, corporation, society or association

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete + 2 years</td>
<td>Nil</td>
<td>Destruction</td>
</tr>
</tbody>
</table>
Personal information bank name:

**Custom Registration**

Personal information location:
OPS Regional Operations

Purpose of the collection, use and disclosure of personal information:
To determine eligibility for custom transit (handyDART).

Authority for collection of personal information:
*Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.*

Collected personal information is about:
Private citizens

Types of personal information collected:
- Name
- Contact information
- Residential address
- Emergency contact
- Birthdate
- Medical information

Personal information is used by and/or disclosed to:
Used by:
- Regional Operations personnel
- Occupational therapist
- handyDART personnel (Custom Transit Operating Company)

Disclosed to:
- handyDART personnel (Custom Transit Operating Company)

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE: Superseded or obsolete + 1 year</th>
<th>SEMI-ACTIVE: Nil</th>
<th>FINAL DISPOSITION: Destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>83100 Custom Reg: Custom Registration Files</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personal information bank name:

Disability

Personal information location:
PC Abilities Mgmt

Purpose of the collection, use and disclosure of personal information:
To support the administration of claims and benefits under Disability/Sick plans and WorkSafe BC claims.

Authority for collection of personal information:

Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (a) – the collection of the information is expressly authorized under an Act; s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Workers Compensation Act s 54.4 – the report must be on the form prescribed by the Board and must state (a) the name and address of the worker; (b) the time and place of the disease, injury or death; (c) the nature of the injury or alleged injury.

Occupational Health and Safety Regulation (BC Reg. 296/97)

Collected personal information is about:
Employees

Types of personal information collected:

<table>
<thead>
<tr>
<th>Name</th>
<th>Rehabilitation/Return to Work plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact info</td>
<td>Third party claim information</td>
</tr>
<tr>
<td>People Leader</td>
<td>Plan carrier information</td>
</tr>
<tr>
<td>Payroll info</td>
<td>Medical information</td>
</tr>
<tr>
<td>Incident</td>
<td></td>
</tr>
</tbody>
</table>

Personal information is used by and/or disclosed to:

Used by:

People and Culture personnel  Timekeepers
Abilities Management team  People Leaders

Disclosed to:

Data subject  WorkSafe BC
Health care providers  Unions
Plan carriers  Legal counsel

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>20 Years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

7315-25 Benefits: Disability case management files
Personal information bank name: 

Employee Expenses 

Personal information location: 
FIN Accounting 

Purpose of the collection, use and disclosure of personal information:  
To support the payment of expense claims to employees. 

Authority for collection of personal information:  
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body. 

Collected personal information is about:  
Employees 

Types of personal information collected:  
Name  
Signature  
Nature of expenses/claims  
Contact information  
Banking information 

Personal information is used by and/or disclosed to:  
Used by:  
Finance personnel 

Record classification and retention schedule: 

<table>
<thead>
<tr>
<th></th>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>925-20 Accounts, Payable:</td>
<td>Accounts payable files</td>
<td>Fiscal year + 1 year</td>
<td>6 years</td>
</tr>
</tbody>
</table>
**Employee History**

**Personal information bank name:**

**Employee History**

**Personal information location:**
PC Operations

**Purpose of the collection, use and disclosure of personal information:**
To facilitate and support employee management at BC Transit.

**Authority for collection of personal information:**
*Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.*

**Collected personal information is about:**
Employees

**Types of personal information collected:**
- Name
- Contact information
- Employment history
- Performance information
- Contact information
- Banking information

**Personal information is used by and/or disclosed to:**
**Used by:**
- Payroll personnel
- People & Culture personnel

**Disclosed to:**
- Data subject
- People Leader

**Record classification and retention schedule:**

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>10 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>
Personal information bank name:
First Aid

Personal information location:
PC Abilities Mgmt

Purpose of the collection, use and disclosure of personal information:
To record and support the provision of first aid as required by policy and statute.

Authority for collection of personal information:
*Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (a) – the collection of the information is expressly authorized under an Act; s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.*

*Workers Compensation Act s 54.4 – the report must be on the form prescribed by the Board and must state (a) the name and address of the worker; (b) the time and place of the disease, injury or death; (c) the nature of the injury or alleged injury.*

*Occupational Health and Safety Regulation (BC Reg. 296/97)*

Collected personal information is about:
Employees
First aid attendants

Types of personal information collected:
Name
Incident/treatment reports
Medical information
Notification/correspondence

Personal information is used by and/or disclosed to:
Used by:
Abilities Management team
Safety & Training personnel
OHS Officer
People & Culture personnel
Timekeepers
People Leader

Disclosed to:
WorkSafe BC
Unions

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>7 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

7560-04 Occupational Safety, Health and Accidents: First aid treatment books and logs
Personal information bank name:

**Freedom of Information (FOI) Requests**

Personal information location:
IT Privacy Mgmt

**Purpose of the collection, use and disclosure of personal information:**
To support Information Access and Privacy in processing and responding to FOI requests.

**Authority for collection of personal information:**
*Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.*

**Collected personal information is about:**
Employees
Private citizens
Representatives of a company, corporation, society or association

**Types of personal information collected:**
- Name
- Contact information
- Other (dependent on the nature of the request)
- Other (information proactively disclosed by applicant)

**Personal information is used by and/or disclosed to:**
Used by:
Information Access & Privacy personnel.

**Record classification and retention schedule:**

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>5 years</td>
<td>Selective retention</td>
</tr>
</tbody>
</table>
Personal information bank name:

Freedom of Information (FOI) Requests for Personal Information

Personal information location:
IT Privacy Mgmt

Purpose of the collection, use and disclosure of personal information:
To support Information Access and Privacy in processing and responding to FOI requests.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Private citizens
Representatives of a company, corporation, society or association

Types of personal information collected:
Name
Contact information
Other (dependent on the nature of the request)
Other (information proactively disclosed by applicant)

Personal information is used by and/or disclosed to:
Used by:
Information Access & Privacy personnel

Disclosed to:
Data subject

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>5 years</td>
<td>Selective retention</td>
</tr>
</tbody>
</table>
Personal information bank name:

Grievances Disputes

Personal information location:
PC Operations

Purpose of the collection, use and disclosure of personal information:
To record and support the management of grievances.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165, s. 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Representatives of a company, corporation, society or association

Types of personal information collected:
Name
Contact information
Notices/Correspondence
Witness information
Evidence

Personal information is used by and/or disclosed to:
Used by:
People & Culture personnel

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>10 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

7480-30 Employer-Employee Relations: Dispute/complaint resolution files.
Personal information bank name:

Incident Reports

Personal information location:
OPS Safety & Security

Purpose of the collection, use and disclosure of personal information:
To manage and support investigations and possible litigation in relation to incidents occurring on or within the vicinity of BC Transit property.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Private citizens
First responders
Law enforcement

Types of personal information collected:
Name
Contact information
Witness statements
Birthdate
Medical information

Personal information is used by and/or disclosed to:
Used by:
Operations personnel
Security & Training personnel
Information Access & Privacy personnel
Finance personnel
Risk Management team
Regional Transit Operating Company
Municipal operating partners

Disclosed to:
Data subject
Regional Transit Operating Company
Municipal operating partners
WorkSafe BC
Insurance providers
Law enforcement
Legal counsel

Record classification and retention schedule:

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<table>
<thead>
<tr>
<th>ACTIVE</th>
<th>SEMI-ACTIVE</th>
<th>FINAL DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar year + 2 years</td>
<td>Nil</td>
<td>Destruction</td>
</tr>
</tbody>
</table>
```
Personal information bank name:

Job Evaluations Appeals

Personal information location:
PC Operations

Purpose of the collection, use and disclosure of personal information:
To record information about employee and union appeals regarding job evaluations.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Representatives of a company, corporation, society or association

Types of personal information collected:
Name
Contact information
Job description
Correspondence

Personal information is used by and/or disclosed to:
Used by:
People & Culture personnel

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>10 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

7360-20 Job Description and Classification: Classification and review appeal files
Personal information bank name:

Legal Files

Personal information location:
PC Corp Secretary

Purpose of the collection, use and disclosure of personal information:
To record instances of legal correspondence and support the protection of BC Transit’s legal interests.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Private citizens

Types of personal information collected:
Name
Contact information
Witness statements

Personal information is used by and/or disclosed to:
Used by:
Operations personnel
Finance personnel
Risk Management team

Disclosed to:
Legal counsel

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete + 1 year</td>
<td>Nil</td>
<td>Selective Retention</td>
</tr>
</tbody>
</table>

350-20 Legal Matters: Legal files
Personal information bank name:

Pay Files

Personal information location:
PC Payroll Benefits

Purpose of the collection, use and disclosure of personal information:
To support the processing of payroll, benefits and entitlements for payroll payments to employees.

Authority for collection of personal information:
*Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c)* – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees

Types of personal information collected:

<table>
<thead>
<tr>
<th>Name</th>
<th>Benefit details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact information</td>
<td>Beneficiaries</td>
</tr>
<tr>
<td>Banking information</td>
<td>Time entry and leave tracking</td>
</tr>
<tr>
<td>Employee number</td>
<td>Income Tax and Payroll forms</td>
</tr>
</tbody>
</table>

Personal information is used by and/or disclosed to:

Used by:
- Payroll personnel
- People & Culture personnel

Disclosed to:
- Finance personnel
- Administration personnel

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>7 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

7550-20 Leave, Payroll and Time Reporting: Employee pay files
Personal information bank name: Photo Log Investigations

Personal information location: OPS Transit Supervision

Purpose of the collection, use and disclosure of personal information:
To facilitate the investigation of safety, security and law enforcement incidents.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees
Private citizens

Types of personal information collected:
Name
Photographs
Audio/video recordings

Personal information is used by and/or disclosed to:
Used by:
Transit Supervisors
Security & Training personnel

Record classification and retention schedule:

| 450-20 Risk Management & Insurance: Claims for injury or damage |
|---|---|---|
| **ACTIVE:** | **SEMI-ACTIVE:** | **FINAL DISPOSITION:** |
| Superseded or obsolete + 1 year | 2 years | Destruction |
Personal information bank name:

Recognition

Personal information location:
PC Organizational Dev

Purpose of the collection, use and disclosure of personal information:
To support the recognition of employees for milestones.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees

Types of personal information collected:
Name
Contact information
Date of hire
People Leader

Personal information is used by and/or disclosed to:
Used by:
People & Culture personnel
REV Admin team

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete + 1 year</td>
<td>Nil</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

7310-50 Awards and Recognition: Award and recognition applicant/recipient files.
Personal information bank name:

Service Monitoring

Personal information location:
OPS Service Delivery

Purpose of the collection, use and disclosure of personal information:
To document reported issues in order to monitor schedule and operator performance.

Authority for collection of personal information:
Freedom of Information and Protection of Privacy Act, RSBC 1996, c165, s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

Collected personal information is about:
Employees

Types of personal information collected:
Name
Contact information
Incident reports

Personal information is used by and/or disclosed to:
Used by:
Operations personnel
People & Culture personnel
Service Delivery managers

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
<th>SEMI-ACTIVE:</th>
<th>FINAL DISPOSITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded or obsolete</td>
<td>5 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>

84500-20 Transit Service Monitoring: Transit service monitoring case files
Personal information bank name:
WCB

Personal information location:
PC Abilities Mgmt

Purpose of the collection, use and disclosure of personal information:
To record reporting of instances of employee injury/exposure and related documentation as required by statute.

Authority for collection of personal information:
*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c165, s 26 (a) – the collection of the information is expressly authorized under an Act; s 26 (c) – the information relates directly to and is necessary for a program or activity of the public body.

*Workers Compensation Act* s 54.4 – the report must be on the form prescribed by the Board and must state (a) the name and address of the worker; (b) the time and place of the disease, injury or death; (c) the nature of the injury or alleged injury.

*Occupational Health and Safety Regulation* (BC Reg. 296/97)

Collected personal information is about:
Employees

Types of personal information collected:
- Name
- Contact information
- Medical/health information
- Payroll information
- Incident reports
- Investigation materials/recommendations
- Claim documentation/correspondence
- Rehabilitation/Return to Work plans

Personal information is used by and/or disclosed to:
Used by:
- Abilities Management team
- Safety & Training personnel
- OHS Officer
- People & Culture personnel
- Timekeepers
- People Leaders

Disclosed to:
- Data subject
- WorkSafe BC
- Health care providers
- Unions
- Plan carriers

Record classification and retention schedule:

| 7560-20 Occupational Safety, Health and Accidents: Work-related incident reporting files |
|-----------------------------------------------|----------------|----------------|
| **ACTIVE:** Superseded or obsolete | **SEMI-ACTIVE:** 7 years | **FINAL DISPOSITION:** Destruction |