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>935-20 Accounts, Receivable: Accounts receivable files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTIVE:</strong> Fiscal year + 1 year</td>
</tr>
<tr>
<td><strong>SEMI-ACTIVE:</strong> Six years</td>
</tr>
<tr>
<td><strong>FINAL DISPOSITION:</strong> 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:</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>

83100: Custom Reg: Custom Registration Files
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:
- Name
- Contact information
- People Leader
- Payroll information
- Incident reports
- Rehabilitation/Return to Work plans
- Third party claim information
- Plan carrier information
- Medical information

Personal information is used by and/or disclosed to:

Used by:
- People and Culture personnel
- Abilities Management team
- Timekeepers
- People Leaders

Disclosure to:
- Data subject
- Health care providers
- Plan carriers
- WorkSafe BC
- Unions
- 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>
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>925-20 Accounts, Payable</th>
<th>Accounts payable files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTIVE:</strong></td>
<td><strong>SEMI-ACTIVE:</strong></td>
</tr>
<tr>
<td>Fiscal year + 1 year</td>
<td>Six years</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 and Training personnel
OHS Officer
People and Culture personnel
Timekeepers
People Leaders

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>Seven years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>
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 and 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>Five 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 and 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>Five years</td>
<td>Selective retention</td>
</tr>
</tbody>
</table>

292-40: Information & Privacy, Freedom of Information: FOI requests for personal information and related complaints
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 and Training personnel
- Information Access and Privacy personnel
- Finance personnel
- Risk Management team

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

Record classification and retention schedule:

<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:
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 and Training 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>450-20</td>
<td>Superseded or obsolete + 1 year</td>
<td>2 years</td>
<td>Destruction</td>
</tr>
</tbody>
</table>
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 and Culture personnel
REV Admin team

Record classification and retention schedule:

<table>
<thead>
<tr>
<th>ACTIVE:</th>
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<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 and 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>Five 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 and Training personnel
- OHS Officer
- People and Culture personnel
- People Leaders
- Timekeepers

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

Record classification and retention schedule:

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