

# 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.

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](mailto:Privacy@BCTransit.com) Phone: 250-285-2551

**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)

**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:**

935-20 Accounts, Receivable: Accounts receivable files

**ACTIVE:**

Fiscal year + 1 year

**SEMI-ACTIVE:**

6 years

**FINAL DISPOSITION:**

Destruction

**Personal information bank name:**

## **Accident Injury Reports**

**Personal information location:**

OPS Security & Emergency Mgmt

**Purpose of the collection, use and disclosure of personal information:**

To document information related to all incidents reported by operators in the province.

**Authority for collection of personal information:**

*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c165, s. 26(c)

**Collected personal information is about:**

Employees  
Witnesses  
Private citizens

**Types of personal information collected:**

Name	Employee number
Signatures	Employee Seniority number
Nature of expenses	Operator license number
Contact information	Drivers license number

**Personal information is used by and/or disclosed to:**

Used by:

People and Culture personnel  
Information Access and Privacy personnel

**Record classification and retention schedule:**

450-20 Risk Management and Insurance: Claims for injury or damage

**ACTIVE:**

Superseded or Obsolete + 1 year

**SEMI-ACTIVE:**

2 years

**FINAL DISPOSITION:**

Destruction

**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)

**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

**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:**

7665-20 Staffing, Recruitment & Competitions: Staffing competition files

**ACTIVE:**

Superseded or obsolete + 2 years

**SEMI-ACTIVE:**

Nil

**FINAL DISPOSITION:**

Destruction

**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)

**Collected personal information is about:**

Private citizens

**Types of personal information collected:**

Name	Emergency contact
Contact information	Birthdate
Residential address	Medical information

**Personal information is used by and/or disclosed to:**

Used by:

Regional Operations personnel  
Occupational therapist  
handyDART personnel

Disclosed to:

handyDART personnel

**Record classification and retention schedule:**

83100 Custom Reg: Custom Registration Files

**ACTIVE:**

Superseded or obsolete + 1 year

**SEMI-ACTIVE:**

Nil

**FINAL DISPOSITION:**

Destruction

**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, ss. 26(a), 26(c)

*Workers Compensation Act* s. 150(4)

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

**Collected personal information is about:**

Employees

**Types of personal information collected:**

Name	Rehabilitation/Return to Work plans
Contact information	Third party claim information
People Leader	Plan carrier information
Payroll information	Medical information
Incident reports	

**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:**

7315-25 Benefits: Disability case management files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

20 Years

**FINAL DISPOSITION:**

Destruction

**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)

**Collected personal information is about:**

Employees

**Types of personal information collected:**

Name	Contact information
Signature	Banking information
Nature of expenses/claims	

**Personal information is used by and/or disclosed to:**

Used by:

Finance personnel

**Record classification and retention schedule:**

925-20 Accounts, Payable: Accounts payable files

**ACTIVE:**

Fiscal year + 1 year

**SEMI-ACTIVE:**

6 years

**FINAL DISPOSITION:**

Destruction



**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)

**Collected personal information is about:**

Employees

**Types of personal information collected:**

Name	Performance information
Contact information	Contact information
Employment history	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:**

7385-20 Employee Work History: Employee personnel files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

10 years

**FINAL DISPOSITION:**

Destruction

**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, ss. 26(a), 26(c)

*Workers Compensation Act* s. 150(4)

*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:**

7560-04 Occupational Safety, Health and Accidents: First aid treatment books and logs

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

7 years

**FINAL DISPOSITION:**

Destruction

**Personal information bank name:**

## **Freedom of Information (FOI) Requests**

**Personal information location:**

FIN Privacy FOI 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)

**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:**

292-30 Information & Privacy, Freedom of Information: FOI requests and related complaints

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

5 years

**FINAL DISPOSITION:**

Selective retention

**Personal information bank name:**

## **Freedom of Information (FOI) Requests for Personal Information**

**Personal information location:**

FIN Privacy FOI 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)

**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:**

292-40 Information & Privacy, Freedom of Information: FOI requests for personal information and related complaints

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

5 years

**FINAL DISPOSITION:**

Selective retention

**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, c165, s. 26(c)

**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:**

7480-30 Employer-Employee Relations: Dispute/complaint resolution files.

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

10 years

**FINAL DISPOSITION:**

Destruction

**Personal information bank name:**

## **Incident Reports**

**Personal information location:**

OPS Safety & Training

**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)

*Workers Compensation Act* s. 150(4)

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

**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

Employee number

**Personal information is used by and/or disclosed to:**

Used by:

Operations personnel

Security

Safety & Training personnel

Information Access & Privacy personnel

Finance personnel

Risk Management personnel

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:**

7560-20 Occupational Safety, Health and Accidents: Work-related incident reporting files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

7 years

**FINAL DISPOSITION:**

Destruction

**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)

**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:**

7360-20 Job Description and Classification: Classification and review appeal files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

10 years

**FINAL DISPOSITION:**

Destruction

**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)

**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 personnel

Disclosed to:

Legal counsel

**Record classification and retention schedule:**

350-20 Legal Matters: Legal files

**ACTIVE:**

Superseded or obsolete + 1 year

**SEMI-ACTIVE:**

Nil

**FINAL DISPOSITION:**

Selective Retention



**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)

**Collected personal information is about:**

Employees

**Types of personal information collected:**

Name	Benefit details
Contact information	Beneficiaries
Banking information	Time entry and leave tracking
Employee number	Income Tax and Payroll forms

**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:**

7550-20 Leave, Payroll and Time Reporting: Employee pay files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

7 years

**FINAL DISPOSITION:**

Destruction

**Personal information bank name:**

## **Photo Log Investigations**

**Personal information location:**

OPS Transit Supervision & Control

**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)

**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:**

Superseded or obsolete + 1 year

**SEMI-ACTIVE:**

2 years

**FINAL DISPOSITION:**

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)

**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:**

7310-50 Awards and Recognition: Award and recognition applicant/recipient files.

**ACTIVE:**

Superseded or obsolete + 1 year

**SEMI-ACTIVE:**

Nil

**FINAL DISPOSITION:**

Destruction

**Personal information bank name:**

## **Security Investigations**

**Personal information location:**

OPS Security & Emergency Mgmt

**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)

**Collected personal information is about:**

Employees  
Private citizens

**Types of personal information collected:**

Name	Witness statements
Contact information	Supporting documentation
Incident reports	Interview records

**Personal information is used by and/or disclosed to:**

Used by:

Operations personnel	Information Access & Privacy personnel
People & Culture personnel	
Service Delivery managers	

**Record classification and retention schedule:**

84500-20 Transit Service Monitoring: Transit service monitoring case files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

5 years

**FINAL DISPOSITION:**

Destruction

**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)

**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:**

84500-20 Transit Service Monitoring: Transit service monitoring case files

**ACTIVE:**

Superseded or obsolete

**SEMI-ACTIVE:**

5 years

**FINAL DISPOSITION:**

Destruction

**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, ss. 26(a), 26(c)

*Workers Compensation Act* s. 150(4)

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

**Collected personal information is about:**

Employees

**Types of personal information collected:**

Name	Incident reports
Contact information	Investigation materials/recommendations
Medical/health information	Claim documentation/correspondence
Payroll information	Rehabilitation/Return to Work plans

**Personal information is used by and/or disclosed to:**

Used by:

Abilities Management team	People & Culture personnel
Safety & Training personnel	Timekeepers
OHS Officer	People Leaders

Disclosed to:

Data subject	Unions
WorkSafe BC	Plan carriers
Health care providers	

**Record classification and retention schedule:**

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

