

Human Resources

Bank Title Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Applications for Employment	<i>Municipal Act</i>	Name, address, telephone number, email address, application or resume, education, employment history	To facilitate recruitment	Authorized County Staff.	Public	Closure of File + 7 years H03
Employee Claims	<i>Municipal Act, Occupational Health & Safety Act, Workplace Safety and Insurance Board Act, Insurance Act and County HR Policy</i>	Employee name, address, telephone number, work location, incident, doctor's notes and functional abilities	To process long-term disability claims, Workplace Safety Insurance Boards (WSIB) claims and provide workplace accommodations	Authorized County Staff; Insurance Provider and Workplace Safety Insurance Board staff	Employees	Closure of File + 3 years H13
Employee File of Record	<i>Municipal Act,</i>	Name, address, social insurance and health card number, sex, telephone number, benefits, credit record (job specific), date of birth, disciplinary and commendation letters, driver's licence/operator permit (where applicable), education, employee identification card, employee number, employment history, job application/resume, marital status, pension and beneficiaries, pay	To administer employee work history, benefits, and training courses	Authorized County Staff; Audit and Regulatory Agencies	Employees	Closure of File + 7 years H03

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		rate, training, performance and appraisal report (where applicable).				
Employee Files	<i>Municipal Act</i>	Meeting notes, disciplinary notes/ letters, vacation requests, performance management agreements, etc.	To manage staff within each department	Authorized County Staff	Employees	Closure of File + 7 years H03
Grievances/ Arbitration	<i>Municipal Act, Collective Agreement</i>	Employee name and number, grievance issues, orders and decisions.	To process union Grievances	Authorized County Staff; and the Ontario Grievance Board	Employees	Closure of File + 10 years H14
Job Evaluations	<i>Municipal Act</i>	Name, work location, title, telephone number, job information questionnaire, scoring	To determine appropriate job grade	Authorized County Staff	Employees	Superseded Date + 5 years H09
Human Rights Cases	<i>Human Rights Code, Municipal Act</i>	Name, address work location, public complaint, decision order	To investigate complaints or issues made under the Human Rights Code	Authorized County Staff; and Human Rights Commission staff	Employees; Public	Closure of File + 3 years H13 / H15

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Employee Medical Records	<i>Occupational Health and Safety Act, Workplace Safety and Insurance Board Act, Insurance Act and County HR Policy, Personal Health Information Protection Act, Regulated Health Professionals Act.</i>	Employee name, address, telephone number, work location, health card and medical information	To process medical claims and provide workplace accommodation and attendance management	Authorized County Staff and Workplace Safety and Insurance Board	Employees	Closure of file + 3 Years H18 (Closure of File + 40 years for records involving Hazardous Materials – H17)
Pay Equity	<i>Municipal Act, Pay Equity Act</i>	Employee name, position, title, telephone number, work location, pay rate	To administer equal opportunity, equity and fair wage issues.	Authorized County Staff	Employees	Superseded Date + 5 years H09
Recruitment Files	<i>Municipal Act</i>	Name, address, telephone number, application or resume, education, employment history, reference and criminal check, credit check (when required) and driver's abstract (when applicable).	To facilitate recruitment	Authorized County Staff	Employees; Public	Closure of File + 1 year H11
Workplace Harassment	<i>Municipal Act, Human Rights Act</i>	Employee and complainant's name, address, work location, complaint, decision order	To investigate workplace harassment complaints and resolve issues	Authorized County Staff	Employees	Closure of File + 3 years H15

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Occupational, Health & Safety Investigations Occupational	Health and Safety Act, Joint Health & Safety Committee Terms of Reference	Employee name, work location, occupation, address and telephone number, employee number	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	Authorized County Staff	Employees	Closure of File + 3 years H04
Employee Benefits	<i>Municipal Act</i>	Name, payroll number, dependant coverage, deduction amounts, policy and division numbers, benefit carrier billings, benefit booklets	To track and maintain records for billing discrepancies	Authorized County Staff	Employees	Closure of File + 6 years H10
Ergonomic and Workstation Assessments	Municipal Act	Employee name, work location, telephone number	To provide ergonomic or workstation assessments to employees	Authorized County Staff	Employees; Members of Council	Closure of File + 3 years H18
Seasonal Employee Records	Employment Standards Act, Employment Insurance Act, Ontario Municipal Employees Retirement System Act, Workplace	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,	To record employees' work history and salary adjustments, to administer the payroll and benefits plan, to plan training/career development, for use in grievance	Authorized County Staff	Employees	Closure of File + 7 years H03

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	Safety and Insurance Act, Municipal Act	commendations, resume, interview questions, staff education assistance board decision for education and training history, and offboarding information	proceedings and for Human Resources administration			