

Personal Information Inventory

The following is an inventory of all 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 consultant lobbyists, in-house lobbyists, designated filers, third parties, and ORL employees.

1. Operational Files

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

- a) The Lobbyists Registry
- b) *Lobbyists Registration Act* Investigations
- c) Compliance Reviews

2. Administrative Files

2.1 Electronic

- a) Corporate Accounting system. All payments to staff and contractors are processed through this system. It contains personal information such as addresses, travel claims made, and other information required to process payments to staff and contractors.
- b) CHIPS. This is the HR system we use to manage staff and positions; it contains personal information such as home address, contacts, tax status, spouse identification, home address and contact information and other information required to manage payroll and employee status.
- c) Email correspondence with employees sometimes collects personal information from staff or contractors. Examples include leave entitlements and change in benefit status.
- d) Files on the LAN:
 - i. Employees' individual HR files (letters written to employees, increments performance appraisal)
 - ii. Facilities – there is a listing of names for FOB assignments
 - iii. IT – contains listing and mailboxes for staff assigned email and passwords, distribution lists – contains employees names and where they work.
 - iv. Finance – leave liability, budget projections and budget building spreadsheets for the purposes of informing budget projections – contains names, salaries and vacation earned.

2.2 Paper Files

- a) Travel vouchers – contains name and home address of staff, filed on and off site;
- b) Leave management forms – contain names and often information on sick and special leave about the employee.
- c) See 2.1c) above – these documents are often printed and stored as paper files which are maintained on and offsite.
- d) First aid incident reports are kept here on behalf of the employers, these do contain personal information
- e) HR files, backup hardcopy of documents kept on the LAN.