

Personal Information Bank Index



Clerk's Department – Location: Ingersoll Town Centre

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Freedom of Information Request Applications	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56	Name, address, telephone number, email, and contents of request.	Members of the public who apply for a Freedom of Information Request.	Used to respond to information requests and make corrections to information.	2 years	Securely Destroy
Marriage Licence Applications	Vital Statistics Act, R.S.O. 1990, c. V.4, ss.19-20 Marriage Act, R.S.O. 1990, c. M.3, s. 31	Names, age, address, religious affiliation, place and date of marriage, applicants' place of birth, parents' names, and their place of birth. If applicable, a copy of a Certificate of Divorce, Death Certificates, and copies of photo IDs.	Marriage Licence Applicants and their parents.	Used to issue marriage licences, document marriages in Ingersoll, and process payment for licence.	2 years	Securely Destroy
Marriage Licence Register	Vital Statistics Act, R.S.O. 1990, c. V.4, ss.19-20 Marriage Act, R.S.O. 1990, c. M.3, s. 31	Names, addresses, and phone numbers of applicants.	Marriage Licence Applicants	Used to keep record of marriage licences issued for vital statistics purposes.	Permanent	N/A
Wedding Register	Vital Statistics Act, R.S.O. 1990, c. V.4, ss.19-20	Names, addresses, occupations, religion, parents' names, place of birth, witnesses' names and addresses.	Individuals married, their parents, and witnesses	Used to record wedding ceremony details in accordance with the Marriage Act requirements.	Permanent	N/A

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Marriage Ceremony Records	Vital Statistics Act, R.S.O. 1990, c. V.4, ss.19-20	Names, address, phone number, date and time of wedding ceremony.	Individuals married.	Used to schedule wedding ceremonies and co-ordinate with Clerk's department.	2 years	Securely Destroy
Birth Registers (pre-****)	Vital Statistics Act, R.S.O. 1990, c. V.4, ss. 8-16	Name and sex of child, date and place of birth, name and address of mother, name of father.	Newborns and their parents	Used to record/document births.	Permanent - held at Oxford County Archives	N/A
Death Registers and Death Registration Records	Vital Statistics Act, R.S.O. 1990, c. V.4, ss. 21-26	Name, date and place of death, age, sex, name and contact information of informant to funeral home, physician name, cause of death recorded for deaths prior to January 1, 2012.	Deceased residents of Ingersoll and their Informants.	Death registers - Used to record/document deaths as well as update voters' list.	Permanent (pre-****) held at Oxford County Archives Registration Paperwork only retained until mailed to the Registrar's office.	N/A
Burial Permits	Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33	Name, date and place of death.	Deceased individuals	Issued to funeral home	No record retained	N/A

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Dog Licence Applications/Registers (pre-2026)	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 390-400 Animal Control By-Law 01-3990 Dog Licence Fee By-law 13-4735	Name, address, phone number, email.	Dog owners	Used to register local dogs, aid in identifying owners if dog is lost, and process fee payment.	Expiry of licence +4 years	Securely Destroy
Taxi Drivers and Owners Applications and Clearance Letters	Municipal Act, 2001, S.O. 2001, c. 25, s.156, Part IV Taxi By-law 09-4486	Driver's name, Owner's name, address, phone number, email, copy of driver's licence and number, employer's name and contact information.	Applicants	Used to document and review and issue taxi licences and process fee payment.	Expiry of licence +4 years	Securely Destroy
Food Truck Permit (Permanent and Special Events)	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 390-400 Lunch Wagon/Lunch Cart By-law 95-3668	Name, address, phone number, date of birth, email, copy of food handler certificates.	Applicants	Used to document and issue/reject food truck/wagon licences and process fee payment.	Expiry of licence +4 years	Securely Destroy
Transient Trader Licence	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 390-400, Part IV Transient Traders By-law 99-3874	Name, address, phone number, intended locations of sale.	Applicants & additional sales people	Used to document and issue/reject trader licences and process fee payment.	Expiry of licence +4 years	Securely Destroy

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Lottery Licence	Gaming Control Act, 1992, S.O. 1992, c. 24	Organization name, address, phone number, incorporation details, bank statements for lottery trust account, name and business address/phone number for designated party responsible for lottery, lottery winner's name and phone number.	Applicants, lottery winners	Used to review and issue lottery licences, ensure fair distribution of winnings/proceeds, and process fee payment.	Expiry of licence +4 years	Securely Destroy
Parking Tickets	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 425 Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 26-30 Traffic and Parking By-law 06-4327	Licence plate number, make and model, date and time ticket was issued.	Members of the public who have been issued a parking ticket.	Used to issue tickets, enforce local by-laws, and collect fine payments.	8 years	Securely Destroy
Monthly and Overnight Parking Permits	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 425 Traffic and Parking By-law 06-4327	Name and licence plate number.	Applicants	Used to issue parking permits and process fee payment.	Expiry of permit +4 years	Securely Destroy

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Heritage Designation Application/Offer	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11 Ontario Heritage Act, R.S.O. 1990, c. 0.18, ss. 29-34.4	Name, address, phone number, description of property and heritage value.	Applicants for heritage designation	Used to determine heritage value and designate heritage properties.	Removal of designation +3 years	Securely Destroy
Heritage Register	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11 Ontario Heritage Act, R.S.O. 1990, c. 0.18, s. 27	Address, legal description, description of heritage value, associated by-law, previous owners in some cases.	Designated heritage properties, some previous owners	Used to maintain public register and comply with Ontario Heritage Act.	Permanent	Heritage register is publicly available online
Athletic Excellence Grant Application	Municipal Act, 2001, S.O. 2001, c. 25, s. 107 Community Development Grant Program Policy	Team/athlete name, address, email, sport, guardian's name and contact information, coach's name, and details of athletic achievements.	Local sports teams or individual athletes, their guardians, and coaches	Used to review and issue/reject grants to local teams/athletes.	6 years	Securely Destroy

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Board and Committee Applications/ Appointments	<p>Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11</p> <p>Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, s. 6</p>	<p>Name, phone number, email, desired board appointment, accommodation disclosure, and resume, letter of notification to appointee, thank you letters to those not appointed, associated council resolutions and remuneration of appointee.</p>	<p>Applicants and appointees for appointments to local boards</p>	<p>Used to appoint citizen members to local boards.</p>	<p>Unsuccessful applications - 3 years</p> <p>Successful applications - Permanent</p>	<p>Securely Destroy</p>
Council Meeting Agendas and Minutes (incl. video recordings)	<p>Municipal Act, 2001, S.O. 2001, c. 25, s. 238, ss. 239-246, ss. 253-255</p> <p>Procedure By-law 18-4979</p>	<p>Name, outcome of delegations/petitions, contents of complaints.</p>	<p>Members of the public</p>	<p>Used to document council proceedings.</p>	<p>Agendas and Minutes – Permanent</p> <p>Video Recordings – 2 years</p>	<p>N/A</p>
Closed Session Minutes	<p>Municipal Act, 2001, S.O. 2001, c. 25, s. 239</p> <p>Procedure By-law 18-4979</p>	<p>Name, outcome of delegations/petitions, contents of complaints. This information is not disclosed publicly and only seen by internal staff.</p>	<p>Potentially: Members of the public, Staff, Members of Council</p>	<p>Used to document council proceedings.</p>	<p>Permanent</p>	<p>N/A</p>

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Delegation Request Form	Municipal Act, 2001, S.O. 2001, c. 25, s. 238 Procedure By-law 18-4979	Name, address, phone number, email, organization/business name, details of purpose of delegation.	Applicants to appear as delegation at Ingersoll Council Meeting	Used to approve/reject delegations and prepare meeting agendas and background information for councilors.	Permanent	N/A
Presentations/ Correspondence re: Delegations	Municipal Act, 2001, S.O. 2001, c. 25, s. 238 Procedure By-law 18-4979	Name, address, phone number, email, content of correspondence, presentation information (powerpoint file, any submitted documents).	Individuals and organizations who will be presenting to Council	Used to respond to inquiries and prepare for Council meeting, and recorded in the agenda/minutes.	Permanent	N/A
Petitions	Municipal Act, 2001, S.O. 2001, c. 25, s. 238 Procedure By-law 18-4979	Petition initiator's name, address, phone number, email, the names and addresses of signees.	Initiator of the petition, signees	Submitted to Council for consideration and recorded in the agenda/minutes.	Permanent	N/A
Council Code of Conduct Complaints	Municipal Act, 2001, S.O. 2001, c. 25, s. 223.4 Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 Code of Conduct for Member of Council By-law 21-5147	Complainant's name, address, phone number, email, allegation details, name and contact information for witnesses.	Complainant, witnesses, members of Council	Used to investigate complaints, enforce Code of Conduct By-law, and maintain accountability with the public.	2 years	Securely Destroy

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Election Records	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. s. 88	Eligible voters' name, address, phone number, date of birth, gender, and marital status.	Eligible voters who are residents of Ingersoll	Used to document working papers and information used to plan and administer municipal elections.	election day +4 years	Securely Destroy
Election Results	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. ss. 40-87	Elected candidate's name, address, phone number. Ballots are anonymous.	Elected officials	Used to certify election results and declaration of elected candidates.	Ballots: 120 days after election day or resolution of recount	Securely Destroy
Voters' List	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. ss. 17-28	Eligible voters' name, address, date of birth. List is retained by Ontario.	Eligible voters who are residents of Ingersoll	Used to inform election officials who is registered to vote on election days.	Voter list is retained by the province of Ontario	N/A
Application to Amend Voters' List	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. s. 24	Voter's name, date of birth, qualifying address, previous address, mailing address, and school support.	Residents of Ingersoll who are eligible voters.	Used to add, remove, or correct voter information on the Voters' list.	voting day +4 years	Securely Destroy
Mail-in Election Ballots	Election Act, R.S.O. 1990, c. E.6, s. 45.2, s. 45.12	Elected candidate's name, address, phone number. Ballots are anonymous.	Elected officials	Used to certify election results and declaration of elected candidates.	120 days after election day or resolution of recount	Securely Destroy

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Candidate Nomination Forms	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. ss. 29-33, s. 35, s. 95	Candidate's name, address, phone number, email, school board jurisdiction.	Election candidates	Used to establish candidates in municipal election, and prepare complete ballot.	voting day +4 years	Securely Destroy
Endorsement of Nomination Forms	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. s. 33, s. 95	Candidate's name, endorsers' name and address.	Election candidates and individuals endorsing the candidate	Used to endorse the nomination of election candidate, establish candidates in municipal election, and prepare complete ballot.	voting day +4 years	Securely Destroy
Paratransit Services Application Form	Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11: Integrated Accessibility Standards Part IV Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 270 Specialized Transportation Services Policy	Name, address, phone number, email, date of birth, emergency contact name, address, phone number, email, family physician name and phone number, accommodation details, reasons/diagnosis for requiring paratransit services.	Applicants for paratransit services, their emergency contact, and family physician	Used to arrange paratransit services for Ingersoll residents.	no longer receiving support +7 years	Securely Destroy

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Paratransit Visitor Application Form	<p>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11: Integrated Accessibility Standards Part IV</p> <p>Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 270</p> <p>Specialized Transportation Services Policy</p>	Name, address, phone number, email, duration of visit, emergency contact name, address, phone number, email, family physician name and phone number, accommodation details, reasons/diagnosis for requiring paratransit services.	Applicants for visitor paratransit services, their emergency contact, and family physician	Used to arrange paratransit services for visitors to Ingersoll.	no longer receiving support +7 years	Securely Destroy
Paratransit Emergency/Compassionate Access Application	<p>Accessibility for Ontarians with Disabilities Act, 2005, O. Reg. 191/11: Integrated Accessibility Standards Part IV</p> <p>Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 270</p> <p>Specialized Transportation Services Policy</p>	Name, address, phone number, email, date of birth, emergency contact name, address, phone number, email, family physician name and phone number, accommodation details, reasons/diagnosis for requiring paratransit services or reason for emergency/compassionate access, anticipated duration of access required.	Applicants for emergency/compassionate access to paratransit services, emergency contact, and family physician	Used to arrange paratransit services for Ingersoll residents on emergency/compassionate grounds.	no longer receiving support +7 years	Securely Destroy

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Zone Change Application	Planning Act, R.S.O. 1990, c. P.13, s. 34	Applicant/owner name, address, phone number, email, address of land in question, zoning and uses of land, structural description and proposed changes, site information and services, payment details.	Applicants/owners applying for zone changes	Used to review and grant/reject zone changes, ensure compliance with the Planning Act and Ingersoll by-laws, and process fee payments.	Permanent	N/A
Minor Variance	Planning Act, R.S.O. 1990, c. P.13, s. 37, s. 45	Applicant/owner name, address, phone number, email, address of land in question, relief being applied for, site information.	Applicants/owners applying for minor variance	Used to review and grant/reject minor variance and process fee payments.	Permanent	N/A
Site Plan Approval/Amendment	Planning Act, R.S.O. 1990, c. P.13, s. 41	Applicant/owner name, address, phone number, email, address of land in question, site information, proposed usage.	Applicants/owners applying for site plan approval	Used to review and grant/reject site plan approval and process fee payments.	Permanent	N/A
Official Plan Amendment	Planning Act, R.S.O. 1990, c. P.13, s. 16-17	Applicant/owner name, address, phone number, email, address of land in question, site information, proposed usage.	Applicants/owners applying for Official Plan amendment	Used to review and grant/reject Official Plan amendment and process fee payments.	Permanent	N/A

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Part Lot Exemptions	Planning Act, R.S.O. 1990, c. P.13, s. 41	Applicant/owner name, address, phone number, email, address of land in question and property details, proposed use of severed/retained parcel.	Applicants/owners applying for part lot exemptions	Used to regulate the transfer or sale of part of a lot or block within a registered plan of subdivision and process fee payments.	Final decision +5 years	Subject to Archival Selection, Otherwise Securely Destroy
Patio Encroachment Pilot Program	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, s. 270 Patio Encroachment Program Guidelines	Business name and address, contact/applicant's name, phone number, and email.	Applicants for the patio encroachment program	Used to review and issue/reject agreement for use of municipal land between local businesses and Ingersoll.	Expiry of contract +2 years	Securely Destroy
Temporary Patio Encroachment Agreement	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 254-255, s. 270 Patio Encroachment Program Guidelines	Business name and address, contact/applicant's name, phone number, and email.	Applicants for the patio encroachment program	Used to document agreement for use of municipal land between local businesses and Ingersoll.	Expiry of contract +2 years	Securely Destroy
Subdivision Applications	Planning Act, R.S.O. 1990, c. P.13, s. 51	Applicant/contractor name, address, phone number, email, address of land in question and plan details.	Applicants/contractors applying for subdivision approval	Used to review proposed development of new subdivisions.	Permanent	N/A

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Condominium Applications	Planning Act, R.S.O. 1990, c. P.13, s. 51	Applicant/contractor name, address, phone number, email, address of land in question and plan details.	Applicants/contractors applying for condominium approval	Used to review proposed development of new condominiums.	Permanent	N/A
Annexation Records	Municipal Act 2001, S.O. 2001, c. 25, ss. 8-11, s. 181	Name, address, phone number.	Individuals with property on annexed land	Used to document annexation of land into the municipality.	Permanent	N/A
Agreements/Contracts	Municipal Act, 2001, S.O. 2001, c. 25, s. 8-11	Name, address, phone number, contract details.	Individuals/groups entering into a contract or agreement with Ingersoll	Used to establish agreement/contract with the municipality.	Under by-law: 15 years Other: 2 years	Subject to Archival Selection Otherwise Securely Destroy
Grant Applications – Community Development	Municipal Act, 2001. S.O. 2001, c. 25, s. 107 Community Development Grant Program Policy	Organization name, address, phone number, email, funding amount being requested, purpose of grant funds, organization’s financial details, names of executive members of organization.	Applicants for grants and executive members of organization.	Used to review and issue grants to local organizations.	6 years	Securely Destroy

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Treasury Department

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Payments to the Municipality (Fees/Charges)	<p>Municipal Act, 2001, S.O. 2001, c. 25, ss. 8-11, ss. 340-341, ss. 343-348, s. 390-400</p> <p>Fees and Charges By-law 24-5358</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230</p>	Name, debit card number, expiry date, and transaction date and details. Parking infraction payments include parking ticket number and licence plate number. Address and permit number included for permits. Property owner name/contractor name for deposit reimbursement.	Individuals paying a fee/charge for a service or parking ticket within Ingersoll	Used to process payments to the municipality.	Close of fiscal year +7 years	Securely Destroy
Remuneration and Expense Reports	Municipal Act, 2001, S.O. 2001, c. 25, ss. 283-284	Council members' names, salary, benefits, and expenses.	Members of Council	Used to make public disclosure in accordance with section 284 of the Municipal Act.	close of fiscal year +7 years	Securely Destroy
Pre-Authorized Payment Applications/Records	Municipal Act, 2001, S.O. 2001, c. 25, ss. 8-11, ss. 340-341, ss. 343-348	Name, address, phone number, email, roll number, banking information/void cheque, and payment schedule preference.	Individuals signing up for pre-authorized tax payments	Used to register individuals and authorize the pre-payment of property taxes to Ingersoll.	Application : until closure of account +7 years	Securely Destroy

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Paperless Billing Sign Up (website)	Municipal Act, 2001, S.O. 2001, c. 25, ss. 8-11, ss. 340-341, ss. 343-348	Name, address, phone number, email, and roll number.	Individuals signing up for paperless billing online	Used to register individual to the paperless billing program and authorizing Ingersoll to transmit bills electronically.	1 year	Securely Destroy
Property Tax Records	Municipal Act, 2001, S.O. 2001, c. 25, s. 367 O. Reg. 75/01: Tax Matters - Property Tax Bills Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230	Name, address, phone number, roll number, assessed property value, and tax amount owing.	Property owners in Ingersoll	Used to collect property tax.	Permanent	N/A
Tax Certificates	Municipal Act, 2001, S.O. 2001, c. 25, s. 352 Assessment Act, R.S.O. 1990, c. A.31, s. 11, s. 14 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230	Property owner name, address, address of certified property, roll number, legal description, past tax amount, current taxes, any taxes owing, and details of special charges.	Property owners in Ingersoll	Used to certify information of a tax account, owner of property, and provide a legal description of the property in question.	Permanent	

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Development Charges Studies	<p>Development Charges Act, 1997, S.O. 1997, c. 27, s. 2, s. 10</p> <p>Development Charges By-law 24-5323</p>	Anonymous population, housing, and new development statistics.	N/A	Used to establish appropriate development charges in accordance with the Development Charges Act and local by-laws.	15 years	Subject to Archival Selection Otherwise Securely Destroy
Tax Sales	<p>Municipal Act, 2001, S.O. 2001, c. 25, s. 370.2-389</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230</p>	Address or property to be sold, roll number, bid amounts, name and contact information of bidders.	Individuals bidding on property in tax sale	Used to administer tax sales of properties within Ingersoll.	Permanent	N/A
Tax Roll	<p>Municipal Act, 2001, S.O. 2001, c. 25, ss. 340-341</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230</p>	Name, address of property owners, roll number, and tax amounts.	Residents of Ingersoll	Used to administer tax collection.	Permanent	N/A
Assessment Roll	<p>Municipal Act, 2001, S.O. 2001, c. 25, ss. 340-341, ss. 343-344</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230</p>	Name, address of property owners, roll number, and assessed property value.	Residents of Ingersoll	Used to calculate property taxes owed.	Permanent	N/A

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Tax Relief Application (Form 357/358)	<p>Municipal Act, 2001, S.O. 2001, c. 25, ss. 357-358, s. 365</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230</p>	Property owner name, address, property roll number, applicant name, address, phone number, email, relationship to property owner, any changes in the state/use/condition of subject property, and/or major repairs/renovations, any correction of errors in original assessment if applicable.	Property owners and applicants for property tax relief	Used to review requests for tax relief and issue/reject requests as needed.	Permanent	N/A
Tax Rebate for Charitable Organizations Application	<p>Municipal Act, 2001, S.O. 2001, c. 25, s. 361</p> <p>O. Reg. 389/98: Tax Matters - Charity Rebates</p>	Name of organization, CRA registration number, address, phone number, name of applicant and their phone number, if renting, landlord's name, address, and phone number, and the roll number of the property occupied.	Individuals applying on behalf of a charitable organization for tax relief, as well as landlords if applicable	Used to review and process requests for tax relief to charitable organizations operating within Ingersoll.	Permanent	N/A

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Tax Rebate for Vacancies	Municipal Act, 2001, S.O. 2001, c. 25, s. 364 O. Reg. 325/01: Tax Matters - Vacant Unit Rebate Tax Rebate Program for Vanacnt Commercial and Industrial Buildings By-law 02-4021	Property owner name, address, phone number, vacant property address, roll number, description of vacant area, and dates of vacancy.	Owners of vacant property seeking tax rebate	Used to review and process requests for tax rebate on vacant properties within Ingersoll.	Permanent	N/A
Payroll Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 11-14, ss. 15-16	Employee name, address, phone number, date of birth, SIN, banking information, dates and times worked, benefits, year to year earnings, and deductions.	Municipal staff and elected/appointed officials	Used to process payroll, generate data for T4's, budget information, and pensions.	Close of fiscal year +6 years	Securely Destroy
Property Ownership Changes	Municipal Act, 2001, S.O. 2001, c. 25	Name, address, and assessment roll number.	Residents of Ingersoll	Used to ensure property tax accounts are accurate and up to date.	Permanent	N/A

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Tenders/Bids	Municipal Act 2001, S.O. 2001, c. 25, ss. 8-11, s. 270 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 Quotations/Tendering Policy??	Name, address, phone number, email, proposal details, pricing information.	Contractors/vendors/suppliers bidding to provide goods/services to the municipality	Used to review and award/reject contracts between Ingersoll and vendors/suppliers.	Successful bid: 7 years Unsuccessful bid: 1 year from contract award	Securely Destroy
Candidate Financial Statements	Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. s. 88.25, s. 95	Candidate's name, campaign contribution amounts, names of monetary contributors (addresses are redacted).	Election candidates and individual contributors to campaign	Used to support public disclosure, and maintain election integrity.	Voting day + 4 years	Securely Destroy

Building Department

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Building/Demolition Permits/Records	Building Code Act, 1992, S.O. 1992, c. 23, s. 8	Applicant/owner name, address, phone number, email, corporation or partnership, builder name, address, phone number, email, and corporations or partnership, address of building in question, purpose of proposed work, project information.	Applicants/owners applying for permission to build/demolish, builders, and designers	Used to ensure compliance with the Building Code, proper authorization for all applicable new builds and renovations, and to process fee payments.	Permanent	N/A

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Retaining Wall Permit	Building Code Act, 1992, S.O. 1992, c. 23	Applicant/owner name, address, phone number, email, corporation or partnership, builder name, address, phone number, email, and corporation or partnership, location of proposed retaining wall, site plan, proposed work.	Applicants for retaining wall permits	Used to ensure compliance with the Building Code, proper authorization for all applicable new builds and renovations, and to process fee payments.	Permanent	N/A
Pool Fence Permit	Municipal Act 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 15 Swimming Pool Fence By-law 07-4375	Applicant/owner name, address, phone number, email, corporation or partnership, builder name, address, phone number, email, and corporation or partnership, location of proposed gate, site plan, proposed work.	Applicants for a pool fence permit and builders	Used to ensure compliance with the Building Code, proper authorization for all applicable new builds and renovations, and to process fee payments.	Permanent	N/A
Basework Plumbing Plan	Building Code Act, 1992, S.O. 1992, c. 23	Plumbing contractor's name, address, phone number, licence number, property location, permit number, lot/plan numbers.	Applicants for basework plans	Used to ensure compliance with the Building Code, and provide proper authorization for work.	Permanent	N/A

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Water/Sewer Permit	Municipal Act 2001, S.O. 2001, c. 25, s. 8, s. 11, ss. 78-89, s. 91, s. 93	Name, address, phone number.	Applicants for a water/sewer permit	Used to approve/reject house sewer connections to municipal sewer and process fee payments.	Permanent	N/A
Change of Use Permit	Building Code Act, 1992, S.O. 1992, c.23, s. 10 Building By-law 23-5260	Applicant/owner name, address, phone number, email, corporation or partnership, builder name, address, phone number, email, and corporation or partnership, address of building in question, purpose of proposed work, project information, designer name, address, phone number, email, and firm.	Applicants/owners applying for a change of use permit	Used to ensure compliance with Building Code and safety standards.	Permanent	N/A

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Routine Disclosure Request Form (Land Surveys)	Municipal Freedom of Information and Protection of Privacy Act	Property owner name, address, roll number, email, phone number, party to be authorized (if applicable)'s name, address, phone number, email, and signatures.	Property owner's requesting disclosure of land surveys on file and party to be authorized (if applicable)	Used to process routine disclosure requests	2 years	Securely Shred
Conditional Permit	Building Code Act, 1992, S.O. 1992, c.23, s. 8 Building By-law 23-5260	Applicant/owner name, address, phone number, email, address of land in question, scope of project, timeline for code approvals, construction schedule.	Applicants for conditional building permits	Used to substantiate delays in building permit/standards approval and avoid construction delays while approval is pending.	Permanent	N/A
Sign Permit - Permanent	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11 Sign By-law 82-3079	Name, address, phone number, email, organization contact information.	Applicants of a sign permit	Used to regulate advertising and notices and process fee payments.	Permanent	N/A
Zoning Clearance Letters	Panning Act, R.S.O. 1990, c. P.13, s. 34 Zoning By-law 04-4160	Applicant/owner name, address, phone number, email, company name if applicable, site address.	Applicants for zoning clearance letters	Used to communicate compliance with Ingersoll's zoning by-laws.	Permanent	N/A

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Building Inspection Records	Building Code Act, 1992, S.O. 1992, c. 23, s. 12, s. 15.2, s. 15.8, s. 15.9, s. 15.10.1, s. 15.23-21 Building By-law 23-5260	Name, address, phone number, plans, in some cases power of attorney, in some cases legal information regarding sale/foreclosure etc., if applicable tenant name, address, phone number, email, and potentially photographs of property.	Applicants for a building permit and tenants if applicable	Used to ensure compliance with the Building Code, Ingersoll building by-laws, and grant proper authorization for all applicable new builds and renovations.	Permanent	N/A
Plumbing Inspection	Building Code Act, 1992, S.O. 1992, c. 23, s. 12, s. 15.2, s. 15.8, s. 15.9, s. 15.10.1, s. 15.23-21 Building By-law 23-5260	Name, address, phone number, plans, in some cases power of attorney, in some cases legal information regarding sale/foreclosure etc.	Applicants for a building permit	Used to ensure compliance with the Building Code, Ingersoll building by-laws, and grant proper authorization for all applicable new builds and renovations.	Permanent	N/A
Heating & Ventilation Inspection	Building Code Act, 1992, S.O. 1992, c. 23, s. 12, s. 15.2, s. 15.8, s. 15.9, s. 15.10.1, s. 15.23-21 Building By-law 23-5260	Name, address, phone number, plans, in some cases power of attorney, in some cases legal information regarding sale/foreclosure etc.	Applicants for a building permit	Used to ensure compliance with the Building Code, Ingersoll building by-laws, and grant proper authorization for all applicable new builds and renovations.	Permanent	N/A

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Structural Inspection	Building Code Act, 1992, S.O. 1992, c. 23, s. 12, s. 15.2, s. 15.8, s. 15.9, s. 15.10.1, s. 15.23-21 Building By-law 23-5260	Name, address, phone number, plans, in some cases power of attorney, in some cases legal information regarding sale/foreclosure etc., if applicable tenant name, address, phone number, and email.	Applicants for a building permit and tenants if applicable	Used to ensure compliance with the Building Code, Ingersoll building by-laws, and grant proper authorization for all applicable new builds and renovations.	Permanent	N/A
Building Code Complaints	Building Code Act, 1992, S.O. 1992, c. 23	Complainant's name, address, phone number, email, property owner name, address, phone number, email, witness name, address, phone number, email, witness statements, photographs, complaint information, notes, notices, and any applicable legal documents (summons, hearing notes, decisions, etc.)	Complainants, identified property owners, and witnesses where applicable.	Used to document building code complaints, conduct investigations, and ensure compliance with the Building Code and Ingersoll by-laws.	6 years	Securely Destroy

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Administration/Human Resources Department

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Recruitment Records	Employment Standards Act, 2000, S.O. 2000, c. 41, Part III.1, s. 15 (7.1-7.1.1)	Name, address, phone number, application or resume, education, work history, skills, references, criminal checks if applicable, any voluntarily disclosed personal history on resume/cover letter, and any correspondence.	Applicants and municipal staff	Used to facilitate recruitment and identify potential job candidates.	3 years	Securely Destroy
Applications for Employment	Employment Standards Act, 2000, S.O. 2000, c. 41, Part III.1, s. 15 (7.1-7.1.1)	Name, address, phone number, email, education, work history, skills, confirmation of legal right to work in Canada, resume, references, any voluntarily disclosed personal history on resume/cover letter, and any correspondence.	Applicants and municipal staff as well as named references	Used to identify potential job/position candidates and maintain records of applications in accordance with the Employee Standards Act.	3 years	Securely Destroy
Volunteers and Students	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, date of birth, gender, education, and work history.	Volunteers and students	Used to maintain records of volunteers and students.	Date employee ceases to be employed by town +5 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Employee Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15-16	Employee name, address, phone number, SIN and health card number, date of birth, gender, benefits, time worked/attendance, absence records, disciplinary and commendation letters, education, and work history.	Municipal staff	Used to maintain employee information and reports repository for reference and history.	Date employee ceases to be employed by town +5 years	Securely Destroy
Employee Benefits	Employment Standards Act, 2000, S.O. 2000, c. 41, Part XIII	Employee name, address, phone number, payroll number, deduction amounts, policy number, benefit carrier billings, policy information, dependent coverage.	Municipal staff	Used to track and maintain records for billing discrepancies.	Superseded	Securely Destroy
Job Evaluations/Performance Reviews	Employment Contract/Various Town Policies	Employee name, department/position, phone number, job questionnaires/interview records, scoring.	Municipal staff	Used to review staff performance.	Date employee ceases to be employed by town +5 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Grievances/Arbitration	<p>Limitations Act, 2002, c. 24, s. 4, s. 15</p> <p>CUPE Local 107 Collective Agreement</p> <p>Labour Relations Act, 1995, Chapter 1, Schedule A</p>	Employee name, department/position, nature of grievance, supporting documentation, correspondence, other griever or involved employee names, departments/positions, grievance resolutions/awards, legal and union correspondence.	Municipal staff, witnesses if any, potentially union officials	Used to document formal grievance process through to resolution.	Resolution of claim +10 years	Securely Destroy
Training and Development	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Employee name, department/position, training and education history and applications.	Municipal staff	Used to keep training and qualification records, to determine training needs, and evaluate program effectiveness.	<p>In employee file: date employee ceases to be employed by town +5 years</p> <p>Records about programs: date course ceases to be offered +2 years</p>	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Pay Equity	Employment Standards Act, 2000, S.O. 2000, c. 41, Part XII	Employee name, phone number, position, title, pay rate.	Municipal staff	Used to administer equal opportunity, equity, and fair wage issues.	5 years	Securely Destroy
Workplace Violence and Harassment	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 12, Part III.0.1	Employee and complainant name, address, phone number, work location, occupation, employee number/SIN, orders and decisions.	Municipal staff, witnesses if any	Used to investigate workplace violence and harassment complaints and resolve issues.	Resolution of complaint +3 years	Securely Destroy
Occupational, Health & Safety Investigations	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 12, Part VII-VIII	Employee name, address, phone number, work location, occupation, employee number/SIN.	Municipal staff	Used to notify the Ministry of Labour and the Joint Health & Safety Committee when required, to identify causes of incidents/danger and take corrective actions to ensure safety in the workplace.	Resolution of claim +3 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Workplace Injury/Illness Reports	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 12, Part VII	Name, address, phone number, email, SIN, accident/incident details, date, time, location of accident/incident, health care information, return to work prognosis, witness names, contact information, and statements.	Municipal staff, witnesses if any	Used to document injury/illness occurrence in the workplace and maintain original records.	3 years Accident reports for construction projects - 1 year after project completion	Securely Destroy
Short- and Long-Term Disability Absence Forms	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 12, Part XIV Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, s. 12, Part VII	Name, address, phone number, email, date of birth, gender, marital status, number of dependent children, SIN, language, education, employment and health history, attending physicians' names and contact information, benefits history, injury/accident report, witness names and statements, medical information, WSIB reports, appeal information if applicable, CPP disability eligibility, return to work certificates and correspondence.	Municipal staff claiming long or short term disability benefits, their families, and their attending physicians	Used to document employee claims/eligibility for long and short term disability benefits, maintain cumulative record of rehabilitative plans for reference, provide on-going rehabilitative care and modified work monitoring/statistics if required.	When Leave claims are resolved +3 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
WSIB Claims	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1 Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A	Name, address, phone number, email, date of birth, gender, marital status, number of dependent children, SIN, language, education, employment and health history, attending physicians' names and contact information, benefits history, injury/accident report, witness names and statements, medical records documenting the injury, hospitalization history, medical information regarding any exposure to designated substances, prognosis, rehabilitation, WSIB reports, appeal information if applicable, return to work certificates and correspondence.	Municipal staff claiming WSIB benefits/compensation, their families, their attending physicians, and witnesses if applicable	Used to document employee claims/eligibility for Workplace Safety and Insurance Board (WSIB) benefits, maintain rehabilitation plans for reference, provide on-going rehabilitative care and modified work monitoring/statistics if required.	Resolution of claim +3 years Hazardous exposure claims: 20 years after last record made, up to 40 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Health Accommodation Forms/Return to Work Plan	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A O. Reg. 456/97: Functional Abilities Form O. Reg. 35/08 Return to Work and Re-employment	Name, address, phone number, email, date of birth, details of medical issue/injury and requested accommodations.	Municipal staff and attending physicians	Used to support employees returning to work following an illness/injury who require accommodations in the workplace.	Day issued or earlier as may be specified by Commission +5 years	Securely Destroy
Employee Medical Records	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched A., ss. 58-59	Name, address, phone number, email, date of birth, SIN, hire/enrolment date, beneficiary name, employee medical information including test results, attending doctors' letters and certificates, and vaccine consents/records.	Municipal staff and attending physicians	Used to comply with legal and safety obligations, support employee well-being, and manage workplace accommodations if required.	When claims resolved +3 years	Securely Destroy
Pension Plans (policies, valuations, contribution reports, adjustments, admin reports)	Pension Benefits Act, R.S.O. 1990, c. P.8, ss. 24.1-30.2	OMERS pension documents, pension quotes, continuation of benefits information.	Municipal staff	Used to calculate pension and keep record of employee retirement and beneficiaries.	Employee departure +7 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Employee Retirement (pension documents/quotes, continuation of benefits information)	Pension Benefits Act, R.S.O. 1990, c. P.8, ss. 24.1-30.2	Name, address, phone number, email, banking details, policy number, beneficiary name and details.	Retired municipal staff and their beneficiaries	Used to maintain continuity of pension payments and benefits long-term.	Employee departure +7 years // is it handed off??	Securely Destroy
Claims Against the Municipality	Municipal Act, 2001, S.O. 2001, c. 25, s. 8-11	Name, address, phone number, email, date of birth, lawyer's name and contact information, insurance provider and coverage, and medical records if applicable.	Individuals seeking a claim against the municipality, their lawyer, and attending physicians if applicable	Used to assess and administer claim submissions and litigation commenced against Ingersoll.	Resolution of claim and all appeals +2 years Ultimate limitation: 15 years	Securely Destroy
Claims By the Municipality	Municipal Act, 2001, S.O. 2001, c. 25, s. 8-11	Name, address, phone number, email, date of birth, lawyer's name and contact information, insurance provider and coverage, and medical records if applicable.	Individuals seeking a claim against the municipality, their lawyer, and attending physicians if applicable	Used to assess and administer claim submissions and litigation commenced by Ingersoll.	Resolution of claim and all appeals +2 years	Securely Destroy

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Fire Department (includes By-Law Enforcement)

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
By-law Enforcement/Complaints, Investigations and Exemptions	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, ss. 151-160, ss. 425-447.9	Name of complainant, address, phone number, email, company names, complaint. Names of people involved in complaint, address, phone number, and any investigation notes regarding the issue.	Members of the public, local businesses	Used to investigate complaints and ensure compliance with by-laws.	6 years	Securely Destroy
Notebooks – By-law Enforcement Officers'	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, ss. 425-447.9	Name of complainant, address, phone number, email, company names, complaint. Names of people involved in complaint, address, phone number, and any investigation notes regarding the issue.	Members of the public	Used to investigate complaints and ensure compliance with by-laws.	6 years	Securely Destroy
Open Air Burning Permit	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, s. 7.1 Open Air Burning Regulations By-law 13-4726 Open Air Burning By-law Revisions 21-5141	Applicant name, address, phone number, email, name of person monitoring the burn, closest road intersection, date of burn, materials to be burned.	Individuals applying for a burning permit and/or monitoring a burn	Used to ensure adherence to the Ontario Fire Code and maintain community safety.	Expiry of permit +2 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Fireworks/Pyrotechnic Event Permit	Municipal Act, 2001, S.O. 2001, c. 25, s. 121 Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, s. 7.1 Fireworks By-law 21-5184	Name, address, phone number, location of display, date and time or display, amount and type of fireworks, and consent from property owner at display location.	Individuals and organizations applying for a fireworks permit, property owners if applicable	Used to ensure adherence to the Ontario Fire Code and maintain community safety.	Expiry of permit +2 years	Securely Destroy
Fire Systems Inspection	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, ss. 19-21 O. Reg. 213/07: Fire Code	Contact name, property address, orders to comply, and complaints.	Businesses in Ingersoll and their owners/employees	Used to ensure fire systems adhere to Ontario Fire Code.	Superseded, minimum 1 year	Securely Destroy
Fuel Spills	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, ss. 13-15 O. Reg. 213/07: Fire Code	Name, address, phone number, police and witness information, first aid treatment, medical assist report, and cause of incident.	Individuals involved in a fuel spill, witnesses if any	Used to document and investigate fuel spills.	5 years	Securely Destroy
Fire Watch	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, s. 12 O. Reg. 213/07: Fire Code	Contact name, phone number, email, and work details.	Individuals hiring fire watch services	Used to arrange fire watch services and process fee payments.	5 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Alarm Response Reports	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, s. 12 O. Reg. 213/07: Fire Code	Name, address, phone number, police and witness information, first aid treatment, medical assist report, and cause of incident.	Individual involved in a fire incident, witnesses if any.	Used to document and investigate emergency and fire incidents.	5 years	Securely Destroy
Fire Incident Reports	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, Part V, ss. 74-75 O. Reg. 213/07: Fire Code	Name, address, phone number, police and witness information, 911 caller and given information, first aid treatment, medical assist report, and cause of incident.	Individual involved in a fire incident, witnesses if any.	Used to document and investigate emergency and fire incidents.	5 years	Securely Destroy
Inspection Orders	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, ss. 21-24 O. Reg. 213/07: Fire Code	Property owner name, address, phone number, contact name and phone number, name to whom notice was given, their position/title, and occurrence number.	Property owners and contact persons	Used to issue a "Notice to Rectify" in order to ensure compliance with the Ontario Fire Code.	15 years	Securely Destroy
Home Inspections	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, ss. 19-27 O. Reg. 213/07: Fire Code	Name, address, phone number, tenant name if applicable, orders to comply, and complaints.	Residents of Ingersoll	Used to investigate and identify fire safety hazards.	Superseded, minimum 1 year	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Commercial/Industrial Inspections	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, ss. 19-27 O. Reg. 213/07: Fire Code	Contact name, property address, orders to comply, and complaints.	Businesses in Ingersoll and their owners/employees	Used to investigate and identify fire safety hazards.	Superseded, minimum 1 year	Securely Destroy
Training Room/Grounds Rental	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11	Name, address, phone number, email, payment details.	Individuals/groups seeking to rent the Fire training hall or grounds	Used to maintain schedule and rent facilities.	1 year Transaction record: 6 years	Securely Destroy
Fire Dept. Personnel Records	Employment Standards Act, 2000, S.O. 2000, c. 41, ss. 15-16	Employee name, address, phone number, SIN and health card number, DOB, gender, benefits, time worked, attendance, absence records, disciplinary and commendation letters, education, and work history	Fire Department Employees	Used to maintain employee information and reports repository	Employment Term + 20 years	Securely Destroy

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Community Services

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Special Event Request Form	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 126, Part IV	Event contact name, address, phone number, email, vendor contact information, and event details.	Applicants for special events and vendors if applicable	Used to establish and schedule special events, secure and document facility rentals.	5 years	Securely Destroy
Equipment Rental Forms	Municipal Freedom of Information and Protection of Privacy Act (S.B. 2000, c. 5)	Name, address, phone number, email, and payment details.	Individuals who sign out municipal property	Used to track municipal property/equipment that has been loaned/rented and process fee payments.	5 years Transaction records: 6 years	Securely Destroy
Application for Memorial Bench Placement	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 270 Memorial Bench Placement Policy	Name, address, phone number, email, name of person/group to be memorialized, requested location, plaque details.	Applicants for memorial benches and person/group memorialized	Used to dedicate public benches to individuals or groups in memory of an individual.	2 years	Securely Destroy
Application for Memorial Tree Planting	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 270 Memorial Tree Planting Policy	Name, address, phone number, email, name of person/group to be memorialized.	Applicants for memorial tree planting and person/group memorialized	Used to dedicate town trees to individuals or groups in memory of an individual.	2 years	Securely Destroy
Memorial Arena/VPCC/Fusion Admission	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 270, ss. 390-400 Day Use Terms and Conditions	Name, address, phone number, email, date of birth.	Day users, non-members	Used to provide day access to community facilities and process fee payment.	6 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Community Services Online Account Creation	Municipal Act, 2001, S.O. 2001, c. 25, s. 11	Name, address, phone number, email, date of birth. Optional information: sex, emergency contact name and phone number, medications list, medical conditions list.	Applicants for online account, emergency contact if provided	Used to establish and maintain online account for individuals wishing to sign up for Community Services programming online.		Securely Destroy
Memorial Arena/VPCC/Fusion Membership Cancellation/Change Request Form	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 254-255, s. 270, ss. 390-400 Community Services Member Policies, Terms & Conditions Cancellation/Refund/Transfer Policy	Name, address, phone number, email, date of birth, and membership number.	Applicants for Community Services membership	Used to cancel memberships or make changes to membership information.	2 years	Securely Destroy
Memorial Arena/VPCC/Fusion Member Register	Municipal Act, 2001, S.O. 2001, c. 25, s. 11, ss. 254-255	Name, address, phone number, email, date of birth, payment details. Optional information: sex, emergency contact name and phone number, medications list, medical conditions list.	Enrolled members, emergency contact if provided	Used to maintain list of active members and process monthly fee payments.	Membership cancellation +1 year	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Memorial Arena/VPCC/Fusion Program Registration	Municipal Act, 2001, S.O. 2001, c. 25, s. 11, s.270 Community Services Member Policy, Terms & Conditions Fusion Membership Terms and Conditions, Swimming Lesson Policy	Name, address, phone number, email, date of birth, payment details. Optional information: sex, emergency contact name and phone number, medications list, medical conditions list.	Applicants for Community Services programs, emergency contact if provided	Used to establish and maintain program enrolment lists and process fee payments.	1 year	Securely Destroy
Financial Accessibility Program Application	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, s. 270, ss. 390-400 Community Services Member Policies, Terms & Conditions	Name, address, phone number, email, date of birth, employer name, any financial aid being received (ex. EI, ODSP), monthly and gross annual household income, proof of income statement from CRA, most recent Notice of Assessment from CRA.	Individuals or families applying for financial assistance with Community Services fees	Used to establish financial need and grant assistance.	7 years	Securely Destroy
Memorial Arena/VPCC/Fusion Wait Lists	Municipal Act, 2001, S.O. 2001, c. 25, s. 11	Name, address, phone number, email, date of birth, payment details. Optional information: sex, emergency contact name and phone number, medications list, medical conditions list.	Individuals or families on wait list for program openings	Used to contact and register individuals/families if an opening in a full program becomes available.	1 year	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Memorial Arena/VPCC/Fusion Progress Reports/Client Evaluations	Municipal Act, 2001, S.O. 2001, c. 25, s. 11, s. 270 Personal Training Terms and Conditions Swimming Lesson Policy	Name, membership details.	Individuals enrolled in Community Services programming	Used to provide progress reports for enrollees and teachers/instructors.	1 year	Securely Destroy
Memorial Arena/VPCC/Fusion Personal Training Records	Municipal Act, 2001, S.O. 2001, c. 25, s. 11, s. 270 Personal Training Terms and Conditions	Name, membership details.	Individuals enrolled in personal training	Used to track progress and plan training regimen.	1 year	Securely Destroy
Memorial Arena/VPCC/Fusion Incident/Accident Records	Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, ss. 51-52	Names of those involved and description of incident.	Individuals involved in incident reports, or accidents at Community Services facilities	Used to document and investigate accidents/incidents at local facilities, records for legal proceedings if needed.	5 years	Securely Destroy
Facility Bookings/Rentals	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, s. 270, ss. 390-400 Facility Rental, Pool Terms and Conditions	Name, address, phone number, email, event description, date, anticipated attendance, facility being requested.	Individuals, groups, or organizations renting a facility	Used to maintain schedule and rent Community facilities.	1 year Transaction record: 6 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Memorial Arena/VPCC/Fusion Birthday/Party Packages	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, s. 270, ss. 390-400 Facility Rental, Pool Terms and Conditions	Child and parents' name, phone number, email, child's date of birth, requested party date, food allergies of party attendants (no associated names).	Parents and children sign up for a birthday party package	Used to plan and arrange birthday parties at Community facilities.	1 year Transaction record: 6 years	Securely Destroy
Memorial Arena/VPCC/Fusion Advertising/Sponsorship Applications/Records	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 390-400	Name, address, phone number, email,	Members of the public, local businesses	Used to review and post advertising/sponsorship opportunities.	Expiry of contract +2 years	Securely Destroy

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Economic Development & Tourism Department

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Filming Applications	2025 Filming Policy	Name, address, phone number, email, filming location, date, and times.	Applicants who wish to film on Town property.	Used to grant permission to film on municipal property and process fee payment.	Expiry of licence + 4 years.	Securely Destroy
Secondary Plan Community Feedback/Engagement	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Feedback/comments shared are anonymous.	N/A	Used to make adjustments/imp rovements to Secondary Plan based on resident feedback.	Personal information redacted 5 years after final decision reflected in Official Plan	Archive
Camp Site Booking	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, s. 270, ss. 390-400 Facility Rental, Pool Terms and Conditions	Name, address, phone number, email, reason for visit, any special needs/requests, and payment information.	Individuals booking a camp site	Used to book camp sites and maintain facilities.	2 years for records at the Museum Transaction record: 6 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Digital Sign Request Applications	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11, s. 99 Signage Not Required Permit By-law 09-4432	Name, address, phone number, email, organization contact information, event information and location.	Applicants for digital sign	Used to post advertisements on the Town's digital sign.	Expiry of contract +2 years	Securely Destroy
Municipal Heritage Committee Scholarship	Municipal Act, 2001, S.O. 2001, c. 25, s. 107	Applicant name, address, phone number, email, date of birth, secondary school attended, pose-secondary institutions that will be attended.	Applicants for the Heritage Committee Scholarship	Used to review and award/reject scholarship funding.	Unsuccessful application -2 years Awarded application -Permanent Record of grant: 7 years	Securely destroy (where applicable)
Group Tours/Bus Tours	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 390-400	Organization name, contact information, payment details, and attendee names.	Tour groups visiting the Museum	Used to plan and accommodate group tours of the museum.	6 years	Securely Destroy
Community Improvement Plan	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s.11, ss. 254-255	Business name, address, phone number, applicant/owner name, address, phone number, project costs, contractor/business hired, funding awarded.	Applicants/Owners of downtown businesses awarded funding, contractor hired.	Used to ensure appropriate use of grant funding.	Completion of project + 6 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Acquisition Records/Item Donation	Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11, ss. 254-255	Donator's name, address, phone number, email, any provided personal history associated with the items being donated.	Individuals donating items to the Museum, potentially previous owners	Used to establish and document provenance of historically significant items.	Permanent	N/A
Visitor Log	Municipal Act, 2001. S.O. 2001, c. 25, s. 8, s. 11.	Visitor names and country of origin	Individuals can choose to add their name, location, and message to the museum visitor log.	Used for visitor stats	Permanent	N/A
Photo Release	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 14	Name and phone number.	Individuals granting the release of the rights to their photo	Used to authorize the use of individuals' likeness in municipal promotion, press releases, announcements, and advertising.	Superseded +3 years	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Vacant Building Inquiry Form	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, phone number, email, information regarding the inquirer's business.	Individuals inquiring about vacant property	Used to respond to inquiries and establish correspondence.	10 years	Securely Destroy
Vacant Land Inquiry Form	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, phone number, email, information regarding the inquirer's business.	Individuals inquiring about vacant property	Used to respond to inquiries and establish correspondence.	10 years	Securely Destroy
Oral History Interview Release Forms	Municipal Act, 2001, S.O. 2001, c. 25, s.8 and 11	Name, email, phone number, mailing address	Individuals who hold significant historical value to the Town of Ingersoll	Used to authorize the use of individuals' interviews to preserve and share local history.	Permanent	N/A
Oral History Interview	Municipal Act, 2001, S.O. 2001, c. 25, s.8 and 11	Name, email, phone number, mailing address	Individuals who hold significant historical value to the Town of Ingersoll	Used to grant permission to digitize oral histories and transfer copyright and licensing to the museum and make it public.	Permanent	N/A

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Engineering & Public Works Department						
Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Event Right of Way Permit (replace Temporary Road Closure)	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, organization/company name, event type, purpose, date and times, location and route, and insurance certificate.	Applicants for local events that require use of municipal roads	Used to review and grant/reject Right of Way Event permits for temporary road closures.	2 years	Securely Destroy
Right of Way Permit (replaces Road Occupancy)	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, contractor name, address, phone number, email, date and time, location, description and purpose of work, and insurance certificate.	Applicants for road occupancy/right of way permit	Used to review and grant/reject Right of Way permit for temporary road occupancy.	Project finished +1 year	Securely Destroy Municipal Act, 2001, S.O. 2001, c. 25
Sidewalk Elevation and Driveway Apron Grade Alteration Application	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Property owner name, address, phone number, email, details/sketch of alteration being requested.	Individuals applying for elevation/apron grade alterations	Used to review and grant/reject alterations to sidewalk elevation or driveway apron grade.	Application : Project finished +1 year Project specifications are permanent	Securely Destroyed (where applicable)

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Engineering & Public Works Electronic Payment Form	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Payer name, address, phone number, email, permit number if applicable, site address	Individuals making online payments for engineering/public works services	Used to process fee payments.	Close of fiscal year +7 years	Securely Destroy
Pothole/Road Defect Report	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, address/location of pothole.	Individuals reporting potholes and road defects	Used to document and respond to requests, and to generate work orders.	Project finished +1 year	Securely Destroy
Curb/Sidewalk Defect Report	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, address/location of defect.	Individuals reporting curb and sidewalk defects	Used to document and respond to requests, and to generate work orders.	Project finished +1 year	Securely Destroy
Streetlight Service Request	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, location and pole number.	Individuals reporting streetlight problems	Used to document and respond to requests, and to generate work orders.	Removal of equipment +6 years	Securely Destroy
Missing, Bent, Damaged Traffic Signage Report	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, location of defective sign.	Individuals reporting traffic sign defects	Used to document and respond to requests, and to generate work orders.	Removal of sign/signal +1 year	Securely Destroy

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Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Tree Trimming/Removal Request	Municipal Act, 2001, S.O. 2001, c. 25, s. 62, s. 135, s. 141	Name, address, phone number, email.	Individuals requesting tree trimming/service	Used to arrange maintenance services for trees.	5 years	Securely Destroy
Waste Water Emergency Report	Municipal Act, 2001, S.O. 2001, c. 25, ss. 8-11, ss. 78-87, s. 91, s. 93	Name, address, phone number, content of complaint/report.	Residents of Ingersoll	Used as an investigative tool.	Project finished with no issues +2 years	Securely Destroy
Waste Water Investigations	Municipal Act, 2001, S.O. 2001, c. 25, ss. 8-11, ss. 78-87, s. 91, s. 93	Name, address, phone number, content of complaint/report.	Residents of Ingersoll	Used as an investigative tool.	Project finished with no issues +2 years	Securely Destroy
Storm Water Investigations	Municipal Act, 2001, S.O. 2001, c. 25, ss. 8-11, ss. 78-87, s. 91, s. 93	Name, address, phone number, content of complaint/report.	Residents of Ingersoll	Used as an investigative tool.	Project finished with no issues +2 years	Securely Destroy
Emergency Plans/Response Plans	Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, ss. 2.1-3	Municipal staff names, positions/titles, phone numbers, agency/organization representatives having roles and responsibilities within Ingersoll's emergency plans, and contact phone numbers.	Municipal staff, key individuals with emergency roles	Used to contact individuals with key roles and respond during an emergency.	Superseded	Securely Destroy

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Information Technology Department						
Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Video Surveillance	Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5) Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56	Visitors' likeness/image.	Individuals who visit Town Hall in person, municipal staff, members of Council	Used to maintain facility security and safety.	6-10 weeks (depending on the system)	Overwrite
Website Browsing	Municipal Act, 2001, S.O. 2001, c. 25, s. 11 Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56	Website collects anonymous, aggregate information such as broad demographic data, browser type, or IP address.	Individuals who browse the Ingersoll.ca website	Online form data is used to fulfil the service requested (see specific entry on this list for more details). Aggregate information is used to improve the quality of web pages.	N/A	N/A

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Other – Information held by Originating Department

Bank Title	Legal Authority	Information Maintained	Individuals Identified	Uses	Retention	Disposal Policy
Complaints/Com mendations	Municipal Act, 2001, S.O. 2001, c. 25, s. 8, s. 11	Name, address, phone number, email, details of complaint	Members of the Public, people involved in complaint.	Used to investigate complaints and answer questions.	5 years	Securely Destroy.