

## RECREATION SERVICES PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
<b>Application for Part-Time Employment</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, e-mail, education history, employment history, qualifications	Considering applicants for part-time and/or summer employment with Recreation Service	Recreation Services staff; the Office of the Deputy City Manager of Community Services	Applicants for part-time and/or summer employment with Recreation and Culture	Current + 7 years
<b>Arts and Culture Events and Program Applications</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, contact information, background information related to experience, letters of endorsement, insurance information, liability waivers	To process applications for participation in arts and culture events, programs and competitions sponsored by Recreation Services	Recreation Services staff	Applicants	T (last day of program) + 6 years
<b>Arts Event Entries</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, contact information, experience, image of entry/art work, bursary application (may include curriculum vitae, letters of endorsement), insurance information, liability waivers	To assess and facilitate applications & participation in arts and culture events, programs and competitions sponsored by Recreation Services	City staff and evaluation committee members	Applicants to competitions sponsored by Recreation and Culture	T (last day of program) + 6 years

<b>Community Centre Logbooks</b>	Recreation Services (City of Vaughan Community Centres)	Municipal Act 2001, SO 2001, c25	Comments/complaints by patrons at community centres; name and phone numbers of complainants	To communicate complaints to Facility Management Services staff or Recreation supervisor	Recreation Services staff, Facility Maintenance Services staff	Residents/patrons using facilities	Permanent
<b>Event Surveys and Contests</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, email address	To collect feedback on events (talent/promotion, etc.) and to engage residents to participate at the upcoming event	Recreation Services staff	Residents and visitors	Permanent
<b>Facility and Equipment Bookings</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, e-mail, phone number, membership/team list (includes names, addresses, phone numbers and birthdays), name of organization	To book facilities and equipment	Recreation Services staff, Facility Management staff, Parks and Forestry Operations staff	Individuals and organizations seeking to rent facilities and equipment	T (last day of program) + 6 years
<b>Fitness Centre Membership Applications</b>	Recreation Services (City of Vaughan Community Centres)	Ministry of Tourism and Recreation Act, RSO 1990, c M35	Name, address, phone number, e-mail, date of birth, emergency contact, physician contact, parent signature (if under 18), physical activity readiness questionnaire (PAR-Q), and physician's consent if required	To process fitness membership applications and to assess physical health prior to membership	Recreation Services (Fitness centre staff)	Individuals who wish to join a fitness centre	T (last day of membership) + 6 years

<b>Fitness Guest/Pay-As-You-Go Waiver</b>	Recreation Services (City of Vaughan Community Centres)	Municipal Act 2001, SO 2001, c25; Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35 as amended; and Ontario Regulation 797 R.R.O. 1990 as amended	Name, signature, parent signature (if under 18yrs)	To complete a waiver form to be signed by drop-in fitness centre participants	Recreation Services (Community Centre/Fitness Centre staff)	Individuals who wish to use the fitness centres	Current + 3 years
<b>HRExpress (Hire, Salary Transfer, Termination Forms) &amp; PayExpress [both maintained on VOL] – Part-Time Staff Only</b>	Recreation Services; City of Vaughan Community Centres; Powerstream Payroll Office, Human Resources	Municipal Affairs Act, R.S.O. 1990, c.M.46 as amended; Municipal Act, 2001, S.O. 2001, c.25, as amended; Income Tax Act, R.S.C. 1970-71-72, c.C.63 as amended; Income Tax Act, R.S.O. 1990, c.I.2 as amended; Income Tax Regulations, Reg. 5800; Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Schedule A; Employment Standards Act, R.S.O. 1990, c.E.14 as amended; Ontario Municipal Employees	Employee name, home address, phone number, email address, sex, start date, social insurance number, salary/payrate, payroll number	To record an employee's employment and salary history, process for pay period to generate pay, and to issue T4 slips in compliance with Income Tax Act	Recreation Services staff, payroll staff, Human Resources staff, Canada Revenue Agency staff, City Auditor	Employees	Permanent

		Retirement System Act, R.S.O. 1990, c.O.29 as amended; Canada Pension Plan, R.S.C. 1985, c.C.8; Unemployment Insurance Act, R.S.C. 1985, c.U.1; Unemployment Insurance Regulations, C.R.C. c.1575 and c.1576; and Ontario Regulations 325, 646, 813, 890, 1103 R.R.O. 1990 as amended.					
<b>Incident and Accident Reports</b>	Recreation Services	Municipal Act, 2001, SO 2001, c.23; Ministry of Labour; Workplace Safety and Insurance Board (for employees)	Injured: Name, address, phone number, age, sex, emergency contact (relation and phone number).  Witness: Name and phone number	Claims for Clerk's Dept., investigations, public relations/ customer services, ministry of labour, and WSIB claims	Recreation Services staff	Individuals involved in accident/incident, witness(es) to accident/incident, staff involved, By-law officers, EMS, and YRP	Current + 7 years  Permanent (for individuals under 25 years of age)
<b>Online Registration and Fundraising of Events</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, email address, credit card information	To facilitate event sponsorship registration, ticket purchases, donations, guest registration, seating and	Recreation Services staff	Participants	Current + 7 years

				availability, e-tickets, reports			
<b>Online Sponsorship and Ticket Registration System (Raisin)</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, email address, credit card information	Providing opportunities/facilitation of online registration for sponsorship, ticket purchases, donations, guest registration and generating reports for the Mayor's Gala and Mayor's Golf events	Recreation Services and Events staff	Residents and non-residents participating in event(s)	Current + 7 years
<b>Online Squash Court Booking (FastCourts)</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	First and last name, email address, optional information: phone number, address, sex, date of birth and photo	To book squash courts online	Recreation Services/ Fitness staff	Participants	T (last day of program) + 6 years
<b>Online Theatre Ticket System</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, email address	To provide online ticket ordering services	Recreation Services staff	Participants	Current + 7 years
<b>Program Registrations</b>	Recreation Services (City of Vaughan Community Centres)	Ministry of Tourism and Recreation Act, RSO 1990, c M35; Municipal Act 2001, SO 2001, c25	Name, date of birth, age, sex, contact information, financial transactions (includes credit card number), medical information, physician contact information, emergency contact, swimming ability, name of school with	To assess eligibility and register participants in recreation programs	Recreation Services staff	Individuals seeking to join recreation programs	T (last day of program) + 6 years

			which child is registered, contact information for persons authorized to pick up a minor, photo release, snack permission, swim permission, independent sign-out				
<b>RecAssist Program/ Canadian Jumpstart Program</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, date of birth, address, phone number, marital status, names and dates of birth and signatures of family members, notice of assessment, indications of current major sources of income, proof of residency	To assess eligibility for the RecAssist subsidy and register participants in recreation programs	Recreation Services staff	Individuals seeking financial assistance with registration fees	T (last day of program) + 6 years
<b>Recreation Services eNewsletter</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Subscriber name, email, postal code	To distribute information about products, services and other information related to Department	Recreation Services staff	Participants, subscription base	Permanent
<b>Special Needs Information</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, age, gender, address, parent/guardian contact information, emergency contact,	To assess special needs participants for participation in Recreation Services programs	Recreation Services staff	Special needs individuals seeking to participate in Recreation Services programs	T (last day of program) + 6 years

			information about disability, supports required, safety plan, behavioural information, medical information, doctor consent forms, mobility information, assessments of communication, behaviour and life skills				
<b>Student and Volunteer Recruitment</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, email address	Waiver form completed by parent of volunteer and/or resident	Recreation Services staff	Participants (14 years of age or above)	Current + 7 years
<b>Vaughan Celebrates Sponsor Order Form</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Name, address, telephone number, email address	To purchase sponsorship for Vaughan Celebrates events, including WinterFest, Concerts in the Park and Canada Day	Recreation Services staff	Participants	Current + 7 years
<b>Volunteer Management</b>	Recreation Services	Municipal Act 2001, SO 2001, c25	Application: name, address, phone number, e-mail, areas of interest, time availability, volunteer and employment history, education history, qualifications  Emergency medical information:	To process applications to the volunteer program (application) and to provide emergency medical care if required (emergency medical information)	Recreation Services staff	Applicants to the volunteer program	Current + 7 years

			(accepted volunteers only) name, address, date of birth, phone number, name of parent/guardian, doctor's contact information, emergency contact information, medical information				
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