

## BY-LAW AND COMPLIANCE, LICENSING AND PERMIT SERVICES PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
<b>Animal Control Records</b>	By-law and Compliance, Licensing and Permit Services	Municipal Act; Dog Owners' Liability Act RSO 1990, cD16; Animals for Research Act, as amended; and other municipal by-laws, OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs), Health Protection and Promotion Act (Ministry of Health and Long-Term Care)	Name, address, phone number, email (if applicable) of complainants, victims, witnesses, animal owners and property owners, tenants, agents, trustees, photographs, licensing information, complaint information, notes, notices, legal documents (summons', information, hearing notes and decisions, etc.), veterinary records, public health records, breeder information, including animal source information, animal name, description, weight and tattoo or microchip information	For identification of animals and their owners and to establish lawful ownership, public health to track communicable diseases and to monitor animal health, to meet the required tracking by OMAFRA and investigative purposes	By-law and Compliance, Licensing and Permit Services staff; Access Vaughan; Legal Services; Office of the City Clerk; Public Works (dispatch); Tax Department; York Regional Health Department; Provincial Offences Officers; Regional Prosecutor; Court Clerks; Provincial Judges or Justices of the Peace; Hearings Officers; York Regional Police; other police agencies; local veterinary clinics/hospitals; OSPCA and other animal and government agencies; OMAFRA	Victims, owners, complainants, tenants, witnesses, trustees, agents, property owners	Current + 10 years
<b>Case Files (CTS)</b>	By-Law and Compliance, Licensing &	Municipal Act, 2001, S.O. 2001, c.25, as amended; Provincial Offences Act, R.S.O. 1990, c.P.33 as	Name, address, phone number, email address of complainant, victim, witnesses, animal	Enforcement and investigation of potential by-law infractions and	By-Law and Compliance, Licensing & Permit Services staff; other City departments as	Victims, complainants, witnesses, property & business owners, trustees, agents and tenants	Current +10 years

	Permit Services	amended; Building Code Act; Fire Code; Animals for Research Act; Dog Owners' Liability Act; Highway Traffic Act; Pounds Act; Environmental Protection Act; The Livestock, Poultry and Honey Bee Protection Act; Planning Act; Ontario Regulation 950 R.R.O. 1990 as amended, and municipal by-law; Public Health Act; Personal Health Information Protection Act, OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs), Health Protection and Promotion Act (Ministry of Health and Long-Term Care) as amended	owners and property & business owners, tenants, trustees, agents, photographs, maps, witness statements, licensing information, notes, notices, legal documents (summons', information, first attendance, screening and hearing decisions, prosecution files and dispositions, etc.), public health records	evidence for potential court prosecution, providing updates to complainants, legal requirements for prosecution purposes, disposition of complaints and/or investigations. For identification of animals and their owners and to establish lawful ownership, public health to track communicable diseases and to monitor animal health, to meet the required monitoring and tracking by OMAFRA and for investigative purposes	appropriate; Access Vaughan, Legal Services, Office of the City Clerk, Tax Department, Council, York Regional Police; Health Department, Ministry of the Environment, Municipal Law Enforcement Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justice of the Peace, York Regional Police, other police agencies, local veterinary clinics/hospitals, OSPCA, and other government agencies and Departments as required		
<b>Dog License Information (Chameleon)</b>	By-Law and Compliance, Licensing & Permit Services	Municipal Act, 2001, S.O. 2001, c.25, as amended; Dog Owners' Liability Act, R.S.O. 1990, c.D.16	Owner's name, address, postal code, telephone number, email address, credit card information (payment)	To identify and locate dog owners, process applications and issue new licenses	By-Law and Compliance, Licensing & Permit Services; Legal Services, York Region Public Health, regional prosecutions, court clerks, provincial judges	Licensed dog owners	T (date license granted, denied or revoked) + 7 years

					or Justice of the Peace, York Regional Police, other police agencies, local veterinary clinics/hospitals, OSPCA, Hearings Officers, other government agencies		
<b>Licensing Information</b>	By-Law and Compliance, Licensing & Permit Services	Municipal Act, 2001, S.O. 2001, c.25 as amended	May contain name, address, home telephone number, previous address, place and date of birth, height, weight, build, hair and eye colour, social insurance number, driver's license number, vehicle registration, photograph, driver's abstract, medical certificate, vehicle permit, safety standards certificate, insurance certificate, Canadian police clearance letter, copy of passport, copy of residency documents, copy of work permit	To provide protection to the public, for zoning control and to ensure compliance	By-Law and Compliance, Licensing & Permit Services staff	Individuals seeking licenses	T (date licence granted, denied or revoked) +7 years
<b>Lottery Licenses</b>	By-Law and Compliance, Licensing & Permit Services	Ontario Lottery Corporations Act, RSO 1990 c O29	Name, address, telephone number, disclosure of funds	To regulate lotteries on behalf of the province of Ontario	By-Law and Compliance, Licensing & Permit Services staff	Principals of lottery groups	T (date license granted, denied or revoked) +7 years

<b>Visitor Overnight Parking Permit</b>	By-Law and Compliance, Licensing & Permit Services	Municipal Act, 2001, S.O. 2001, c.25 as amended, Municipal Parking By-law	Name, address, telephone number, vehicle license plate number, email address	Administration of Overnight Parking Program, scheduled screenings and hearings for dispute resolution, collection of outstanding fines	By-Law and Compliance staff, Legal Department (prosecutions)	Participants	Current + 7 years
<b>Parking Ticket and Administrative Monetary Penalties</b>	By-Law and Compliance, Licensing & Permit Services	Municipal Act, 2001, S.O. 2001, c.25; Highway Traffic Act; Municipal By-Laws	Name, address, telephone number of registered vehicle owner, business owner, agent, trustee, birthdate of registered owner	Evidence for potential court prosecution, first attendance, screening and hearings disputes, correspondence and mailings of past due notices, notices of trial and collection of outstanding fines	By-Law and Compliance, Licensing & Permit Services; Legal Services; Financial Services; Tax; Provincial Offences Officers, Regional Prosecutor, court clerks, provincial judges or Justice of the Peace, York Regional Police, other police agencies, Ministry of Transportation, Hearings Officers, and other government agencies	Registered vehicle owners, agents, trustees, business owners/operators and drivers	Current + 10 years
<b>Permit &amp; Exemption Documentation Files and Records</b>	By-Law and Compliance, Licensing & Permit Services	Municipal Act, 2001, S.O. 2001, c.25, as amended; Provincial Offences Act, R.S.O. 1990, c.P.33 as amended; Building Code Act; Fire Code; Animals for Research Act; Dog Owners' Liability Act; Highway Traffic Act; Pounds Act; Environmental	Name, address, phone number and possibly email address of applicant and/or property owners vehicle owner information (including date of birth and driver license information), tenants, guests, contractors, permit and exemption	Enforcement and investigation of potential by-law infractions and evidence for potential court prosecution, legal & by-law requirements. To establish lawful exemptions and	By-law & Compliance, Licensing & Permit Services; Legal, Clerk's, and other City of Vaughan departments as applicable, York Regional Health Department, Regional Prosecutor, Court Clerks, Provincial Judges or Justice of the Peace,	Applicants, complainants, witnesses, property owners, agents, tenants, guests and contractors	Current + 7 years

		Protection Act; The Livestock, Poultry and Honey Bee Protection Act; Planning Act; and Ontario Regulation 950 R.R.O. 1990 as amended, and municipal by-law; Public Health Act; Personal Health Information Protection Act, OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs), Health Protection and Promotion Act (Ministry of Health and Long Term Care) as amended	documentation, photographs, maps, notes, notices, emails, complaint information, correspondence pertaining to investigations, public health records, information in hard copy and potentially electronic format	validate/issue permits	Ministry of Transportation, and other government agencies as required, York Regional Police, other police agencies		
<b>Prosecution Records</b>	By-Law and Compliance, Licensing & Permit Services	Municipal Act, 2001, S.O. 2001, c.25, as amended; Provincial Offences Act, R.S.O. 1990, c.P.33 as amended; Building Code Act; Fire Code; Animals for Research Act; Dog Owners' Liability Act; Highway Traffic Act; Pounds Act; Environmental Protection Act; The Livestock, Poultry and Honey Bee Protection Act; Planning Act; and Ontario Regulation 950	Name, address, phone number and email address of complainant, victim, witnesses, tenants, animal owners and property and business owners, trustees, agents, photographs, maps, witness statements, emails, complaint information, health information, correspondence and documents pertaining to an investigation	Enforcement and investigation of potential by-law infractions and evidence for potential court prosecution	By-Law & Compliance, Licensing & Permit Services, Legal Services Department, Office of the City Clerk, York Regional Health Department, and Provincial Offences Officers, Regional Prosecutor, Court Clerks, Provincial Judges or Justice of the Peace, York Regional Police, other police agencies, local veterinary clinics/hospitals, OSPCA,	Individuals who have been charged under the Provincial Offences Act, witnesses, agents, trustees and victims	T (end of legal proceedings) +10 years

		R.R.O. 1990 as amended, and municipal by-law; Public Health Act; Personal Health Information Protection Act, OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs), Health Protection and Promotion Act (Ministry of Health and Long-Term Care) as amended			and other government agencies and City departments as required		