



TRANSPORTATION SERVICES, PARKS AND FORESTRY OPERATIONS PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
Case Tracking System (CTS)	Transportation Services, Parks and Forestry Operations	Municipal Act 2001, SO 2001, c25	Name, phone number, address, e-mail address (if applicable)	To generate work orders, respond to inquiries from residents and/or Council	Transportation Services, Parks and Forestry Operations staff	Residents who make inquiries to TSPFO	Current + 10 years
Cemetery Records	Transportation Services, Parks and Forestry Operations	Cemetery Act of Ontario	Name, phone number, address, e-mail address (if applicable)	To generate work orders for burial lot purchases, burials, cremations, file retention records on deceased persons	Transportation Services, Parks and Forestry Operations staff in charge of cemeteries	Residents who purchase burial lots and information on deceased persons and cremations	Permanent
Permit Applications	Transportation Services, Parks and Forestry Operations	Municipal Act 2001, SO 2001, c25; Highway Traffic Act	Resident name, address, telephone number, email address, permit location	To issue and track permits (curb cuts, wide load, mobile sign, road occupancy), generate work orders, respond to residents and issue payment receipts	Transportation Services, Parks and Forestry Operations staff	Residents applying for permits	Current + 7 years
Planting Your Own Tree Application	Transportation Services, Parks and Forestry Operations	By-law 185-2007	Name, phone number, address, e-mail address (if applicable), planting	To generate work orders and keep track of which residents paid to plant their own tree	Transportation Services, Parks and Forestry Operations staff	Residents/applicants who wish to plant a city-boulevard tree	Current + 7 years

			contractor information, tree and nursery information				
Volunteer Programs for Curb Appeal, Adopt-A-Park and Park Ambassador Programs	Transportation Services, Parks and Forestry Operations	Municipal Act 2001, SO 2001, c25	Name, phone number, address, e-mail address	To contact individuals who want to volunteer within TSPFO for various programs offered	Transportation Services, Parks and Forestry Operations staff	Applicants to volunteer	Current + 7 years
Windrow Snow Clearing Applications	Transportation Services, Parks and Forestry Operations	Municipal Act 2001, SO 2001, c25	Name, home address, home telephone number, age (if over 60 years old), doctor's remarks, doctor's name, address and telephone number	To determine eligibility for free removal of snow windrows from driveway entrances	Transportation Services, Parks and Forestry Operations staff	Applicants	T (end of program) + 16 years (Note: program no longer in effect)