

OFFICE OF THE CHIEF INFORMATION OFFICER PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
Internal Emergency Escalation Contact List	Office of the Chief Information Officer	Municipal Act 2001, SO 2001, c25	Name, home phone number, cell phone number	Emergency after hours contact	Directors and Managers in charge of after-hours emergencies	OCIO staff responsible for emergency response	Permanent
Staff Personnel Files	Office of the Chief Information Officer	Employment Standards Act 2000, SO 2000, c41	Name, address, phone number, education, performance evaluations, salary adjustments, attendance requests/reports, evaluations, corporate training acknowledgements, ergonomic assessments	To record employee's work history and attendance, training/career development	Chief Information Officer, Administrative Assistant	OCIO staff	T (end of employment) + 16 years