

FINANCIAL SERVICES PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
Accounts Payable	Financial Services; City Archives	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, phone number, email address	To process payments to suppliers of goods or services to the City	Financial Services staff	Individuals to whom the City of Vaughan has made payment(s)	Current + 7 years
Accounts Receivable	Financial Services; City Archives	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, phone number, email address	To process payments to suppliers of goods or services to the City	Financial Services staff	Individuals who have made payment(s) to the City of Vaughan	Current + 7 years
Assessment Rolls	Financial Services	Municipal Act, 2001, S.O. 2001, c.25, as amended; Assessment Act, R.S.O. 1990, c.A.31 as amended; and Ontario Regulations 29, 30, 31, 32 R.R.O. 1990 as amended	Name and address of owner, name and address of tenant, taxable assessment, legal description of property, school support (public/separate), etc.	To establish the mill rate, to provide evidence for use in litigation and to provide assessment information to the general public	Public, real estate firms, lawyers, City staff	Owners and tenants of property in the City of Vaughan	Permanent
Banking Records/Bank Deposit Reports	Financial Services; Powerstream payroll offices	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	Employees names, banking institution information, account numbers, net pay	To keep a record of all direct deposits paid to individuals	Financial Services staff; selected Powerstream staff	Employees who request their pay to be directly deposited	Current + 7 years
Elderly Home-Owners Tax	Financial Services	Old Age Security Act & Municipal Elderly			Taxation Division Staff		Current + 7 years

Assistance Program		Residents Assistance Act					
Home Dialysis Financial Relief Program (HDRP)	Financial Services	City of Vaughan By-Law number 076-2016	Name of patient, patient civic address, phone number, frequency of dialysis treatments, duration of dialysis treatments, Alectra water bill	To administer the Home Dialysis Financial Relief program that provides a rebate for water used during home dialysis	Financial Services staff who administer the program	Applicants to the HDRP	Current + 7 years
Payroll Cheques Cashed	Financial Services	Income Tax Act, R.S.O 1990, c.I.2 as amended; Income Tax Act R.S.C. 1970-71-72, c.C.63 as amended; Income Tax Regulations, Reg. 5800	Employees name, home address, gross pay, deductions, net pay and year to date total earnings	Payment of employees	Financial Services staff, City Auditor	City of Vaughan employees	Current + 7 years
Employee Earning Record Cards/ Payroll Register/ Payroll Registers Microfiche	Financial Services; Alectra (formerly PowerStream) payroll offices; City Archives; JDE	Municipal Affairs Act, as amended; Municipal Act, 2001, as amended; Income Tax Act, as amended; Workplace Safety and Insurance Act, 1997, as amended; Canada Pension Plan, Unemployment Insurance Act;	Employee name, home address; start date, social insurance number, salary, salary adjustments, deductions and net pay	To record and employee's salary history and to issue T4 slips in compliance with Income Tax Act	Financial Services staff, payroll staff, Canada Revenue Agency staff and Operational Compliance Auditor	City of Vaughan employees	Permanent

		Employment Standards					
Receipts	Financial Services; City Archives	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address	To issue receipts to individuals making payments at the City	Financial Services staff	Individuals who have made payment(s) to the City of Vaughan	Current + 6 years
Requests for Pre-Authorized Property Tax Payments	Financial Services	Municipal Act 2001, SO 2001, c25 as amended					Current + 7 years
Tax Billing and Collection Working Papers	Financial Services	Municipal Act, 2001, S.O. 2001, c.25, as amended	Name, address, property assessment, purchase price of the property, amount of taxes paid, any special payment arrangements, mortgage company name and account number, bankruptcy documents, etc	To collect taxes, and to answer billing and collection enquiries	Taxation Division Staff	Taxpayers who reside in the City of Vaughan	Current + 7 years
Tax Collector Rolls	Financial Services	Municipal Act, 2001, S.O. 2001, c.25, as amended; Assessment Act, R.S.O. 1990, c.A.31 as amended; and	Final tax collector rolls, short form collector rolls and supplementary rolls. Name and property address,	For reference purposes, to check on past tax payment history, etc	Taxation Division Staff	Persons who own property in the City of Vaughan	Permanent

		Ontario Regulations 29, 30, 31, 32 R.R.O. 1990 as amended	the description of property assessed, payments and amounts allocated for the City, the Region of York and two school boards, local improvement charges, etc				
Taxation Write-offs	Financial Services	Municipal Act, 2001, S.O. 2001, c.25, as amended	Tax bill working papers, interim/final tax bills, the statement of accounts, correspondence, amount to be returned, applications to Council for an adjustment of taxes under the Municipal Act, etc	To write-off uncollectible residential and commercial tax accounts	Taxation Division Staff	Individuals whose residential and commercial tax accounts are being written off	Current + 7 years