

## VAUGHAN FIRE AND RESCUE SERVICES PERSONAL INFORMATION BANKS

TITLE	LOCATION	LEGAL AUTHORITY	INFORMATION MAINTAINED	USES	USERS	INDIVIDUALS IDENTIFIED IN PIB	RETENTION
<b>Emergency Call Records</b>	Vaughan Fire and Rescue Services	Municipal Act 2001, SO 2001 c 25; Fire Prevention and Protection Act 1997, SO 1997 c 21	Name, address, telephone number, insurance company and coverage, vehicle license plate number and make (if medical or rescue alarm), details of protection systems, suspected cause, source of ignition, dollar loss	To document the department's response to an emergency call, to document action taken, and to provide evidence for possible investigation or future prevention program	Vaughan Fire and Rescue Services staff	Owners of property, occupants of property, owners of vehicles where fire incidents have occurred and victims in medical or rescue calls	Current + 10 years
<b>Employee Personnel Files</b>	Vaughan Fire and Rescue Services	Employment Standards Act, RSO 1990, c E14; Municipal Act 2001, SO 2001 c 25	Name, address, telephone number, age, date of birth, work history, education/training history, performance ratings, salary adjustments,	To record employees' work history	Fire Chief, Deputy Fire Chief and Human Resources staff	City employees who work for the Fire and Rescue Service	T (end of employment) + 16 years

			disciplinary actions, commendations, vacation and lieu time records, medical certificates, attendance sheets, absentee reports, yearly record of attendance				
<b>Fire Investigation Reports</b>	Vaughan Fire and Rescue Services	Fire Prevention and Protection Act 1997, SO 1997 c21	Name, address, phone number, investigator's notes, emergency call records, Canadian Standards Association analysis, York Regional Police reports, Fire Marshal reports, pictures, witness statements, dispatcher's notes	To investigate fires of a suspicious nature, set by criminal means by arson or in cases where serious injury or death has occurred	Fire Prevention Division staff in the Fire and Rescue Services	Individuals whose residence or business has suffered a fire loss	T (date of completion) + 16 years
<b>Fire Prevention Investigation Reports</b>	Vaughan Fire and Rescue Services	Fire Prevention and Protection Act 1997, SO 1997 c21; Building Code Act, RSO 1992, c B23	Name, address, telephone number, inspection reports, building plans,	To inspect properties to affect compliance with all statutes and regulations	Vaughan Fire and Rescue Services staff	Individuals who own residential or commercial properties	Until superseded

			sprinkler calculations, site plan agreements, correspondence				
<b>Medical Assist Reports</b>	Vaughan Fire and Rescue Services	Office of the Ontario Fire Marshal & Emergency Management - Reporting, Provincial Service Fire Guidelines, Fire Prevention & Protections Act, Municipal Act	Names, ages, DOBs, addresses, treatment provided, information pertinent to emergency treatment	Patient statistics, Professional Development., Quality Assurance, Medical Director Oversight	Vaughan Fire and Rescue Services staff  Operations Personnel, Medical Director, Senior Command Staff, Fire Training Staff	Any potential 911 user	5-7 years depending on legislation and direction from medical oversight
<b>Permits (burning and fireworks)</b>	Vaughan Fire and Rescue Services	Fire Prevention and Protection Act 1997; City of Vaughan By-law 142-2006	Name, address, phone number, sponsoring organization, vehicle license number and expiry date, credit card information	To issue permits for burning and fireworks	Vaughan Fire and Rescue Services staff	Individuals applying for permits	Current + 7 years
<b>Prosecution Records</b>	Vaughan Fire and Rescue Services	Fire Prevention and Protection Act 1997; Provincial Offences Act, RSO 1990, c P33	Name, address, occupation, informant's name, nature of the offence, plea, conviction	To bring to court persons who commit an offence under provincial statutes and regulations	Fire Prevention Officers	Persons who are charged with an offence under provincial statutes and regulations	T (end of legal proceedings) + 10 years