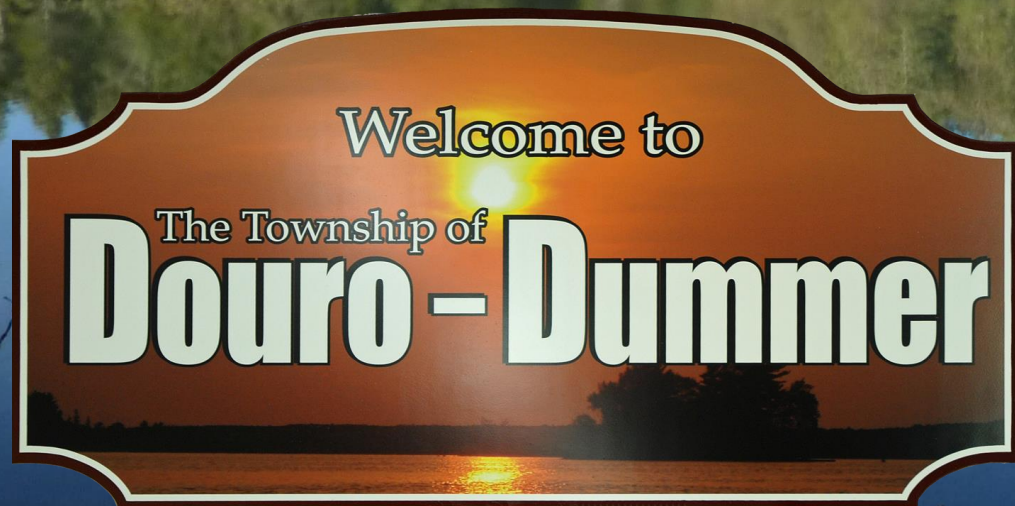


Personal Information Bank Registry

As required by the 'Municipal Freedom of Information and Privacy Act' [R.S.O. 1990, C. M.56]



The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), section 34(1) requires the Township of Douro-Dummer to keep an updated Personal Information Bank Register and make it available to the public.

A Personal Information Bank Register is defined in MFIPPA as “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.”

The Register includes a description of the personal information maintained to support the Township’s programs and services.

Who maintains it?

- The Head under MFFIPA. The Council of the Township of Douro-Dummer has delegated this responsibility to the Clerk S.3.(1)

How often is it updated?

- The Head will amend it as often as necessary to maintain accuracy. Section 34(2).



Ontario

The Personal Information Bank

DEPARTMENT/DIVISION:	Finance
PIB Name	Employee Payroll
The Location of the PIB	Department of Finance
Legal Authority for establishment of PIB (Planning Act, Municipal Act, etc)	Municipal Act, Income Tax Act
Type of Personal Information maintained in it	Name, Social Insurance Number, Banking Information, Address
How the personal information is used on a regular basis	Payroll, Correspondence, Health Benefits and Insurance, T4 Taxes
To whom the personal information is disclosed on a regular basis	Payroll Staff, Human Resources, City Division Managers
The categories of individuals about whom personal information is maintained (e.g. homeowners, staff, OW clients, program clients)	Township Staff, Library Staff
The policies and practices applicable to the retention and disposal of the personal information.	7 Years after the end of the fiscal year (H10)

For each Personal Information Bank, the following information is provided:

- **Location** – This listing is organized by department/division. All PIB banks are listed under the department/division where the information is kept, this includes paper and electronic information.
- **Authority** - The legal authority for the establishment of the bank.
- **Information** - The type(s) of personal information maintained in it.
- **Use** - How the personal information is used.
- **Access** - By whom the personal information is accessed/disclosed on a regular basis.
- **Individuals** - The categories of individuals about whom personal information is maintained.
- **Retention Classification**- The policies and practices applicable to the retention and disposal of information. For the Township this is regulated by the Records Retention By-Law #2024-06.

Public Listing and Organization

This is how the City of Peterborough organizes and displays their FOI listings

Freedom of Information and Protection of Privacy

The **Municipal Freedom of Information and Protection of Privacy Act** (MFIPPA) establishes a general right of access to records held by municipal government and local agencies, boards and commissions.

MFIPPA also requires the City to protect the personal privacy of the people whose information we have. It tells us how to collect, store, and use your personal information, and who we can give it to. It also lets you correct your own personal information if you think we have it wrong in our records.

+ Making a Freedom of Information Request
+ How to submit a Freedom of Information Request
+ Additional fees
+ Completed FOI Requests
+ Appeals to the Information and Privacy Commissioner
+ Public records
+ Personal privacy
+ Correcting personal information
+ Privacy complaint
+ Personal Information Bank listing

<https://www.peterborough.ca/en/city-hall/freedom-of-information.aspx#Public-records>

[- Personal Information Bank listing](#)

About the Personal Information Bank Register

Section 34(1) of the Municipal Freedom of Information and Protection of Privacy Act states that institutions must make available for inspection by the public, an index or register of all personal information banks in the custody or control of the City. The register must be revised as required to ensure accuracy. The Personal Information Bank Register is arranged for each department of the City of Peterborough as follows:

- Office of the Chief Administrative Officer
- Community Services
- Corporate and Legislative Services
- Infrastructure and Planning Services

The Register includes a description of the Personal Information Banks (collections of personal information about identifiable individuals) maintained to support each division's programs and activities. For each Personal Information Bank the following information is provided:

- Location - this listing is organized by department/division. All PIB banks are listed under the department/division where the information is kept, this includes paper and electronic information
- Authority - the legal authority for the establishment of the bank
- Information - the type(s) of personal information maintained
- Use - how the personal information is used
- Access - to whom the personal information is disclosed on a regular basis
- Individuals - the categories of individuals about whom personal information is maintained
- Retention Classification - the policies and practices applicable to the retention and disposal of personal information. For the City this is regulated by the **Records Retention By-law 22-069**. The retention classification will be listed in the PIB where applicable.

[+ Office of the Chief Administrative Officer](#)

[+ Community Services](#)

[+ Corporate and Legislative Services](#)

[+ Infrastructure and Planning Services](#)

The New Douro-Dummer Personal Information Bank Register

Organization

Each PIB would be a PDF that includes the following service areas:

<https://www.dourodummer.ca/en/council-and-governance/council-and-governance.aspx>

Administration

- Human Resources (CAO)
- Finance
- Waste Management

Development, Infrastructure and Recreation

- Planning Services
- Building Services
- Public Works
- Parks and Recreation

Emergency and Risk Management

- Fire
- Emergency and Risk Management

Legislative Services

- Legal Services
- Clerk's Office
- Communication Services

Township of Douro-Dummer

Home / Council and Governance

Council and Governance

Accessibility
How we can accommodate and provide information in alternative formats.

Committees
View the information about various Committees within the Township.

Elections
Elections are held every 4 years for Council positions. How to get involved, including nominations and voting.

Plans, Reports and Studies
Information about current plans, reports and studies at the Municipal level.

Agendas and Minutes
View Council/Committee Agendas and Minutes.

Council
Our Council information, including information about your Council members and the regular meetings to review Municipal affairs.

Routine Disclosure Policy and Freedom of Information
Access records and other documents through the Township's Routine Disclosure Policy and Municipal Freedom of Information and Protection of Privacy Act.

Speaking Before Council
How to make a delegation request or how to contact your Council members.

Budgets and Finances
Access financial information including the annual budgets and reports.

Council Meeting Calendar
View past and upcoming Council Meeting information.

Members of Council
Meet your members of Council.

Questions?

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