Personal Information Inventory

The following is an inventory of all personal information banks, which are files of information that are retrievable by a personal identifier, such as a name or employee number. These files may contain the names of consultant lobbyists, inhouse lobbyists, designated filers, third parties, and ORL employees.

1. OPERATIONAL FILES

Case files stored in the electronic case tracking system and paper files in staff offices, the file room, and off-site storage include:

a) The Lobbyists Registry

b) *Lobbyists Transparency Act* ("LTA") Investigations

c) Compliance Reviews

d) Requests for information

e) Reconsideration Requests

f) Exemption Decisions

g) Policy files

h) FOI requests

i) Media requests

2. ADMINISTRATIVE FILES

2.1 Electronic

a) All payments to staff and contractors are processed through a corporate accounting system. It contains personal information such as addresses, travel claims, and other information required to process payments to staff and contractors.

b) We use an Enterprise Resource Planning Suite (ERP) software solution to record and store personal information we require to manage payroll and employee status.

c) We use a cloud-based productivity and collaboration Software as a Service (SaaS) that is managed and stored by a service provider. The SaaS solution we use contains emails, messages, images, and documents, and may include personal information about citizens and employees.

d) We sometimes collect personal information from staff or contractors in our email correspondence, such as leave entitlements and change in benefit status, for example.

e) Files on the local area network (LAN). In addition to the information described above (2.1(a), (b), and (c), a copy of which may also be on our LAN, the LAN may also include:

i. Human Resources information: Employees' individual HR files (letters written to employees, salary increments, performance appraisals, leave management information, etc.)

ii. Facilities information: hardware assignment information, mailbox listings configuration information, and information about the names of our employees and where they work.

iii. Finance information: leave liability, budget projections, and budget building spreadsheets for the purposes of informing budget projections – contains names, salaries and vacation earned.

f) Travel vouchers: contain names and home addresses of staff.

The LAN may contain other information, including personal information, not listed above. If you have questions, please email the ORL and we will assist you. Please note for security reasons, we do not provide a detailed inventory of our LAN to the public, however we try to provide adequate information about the major categories of information on our LAN to assist individuals seeking to make a request for access to information in our custody or under our control.

2.2 Paper files:

a) Historical travel vouchers: contain names and home addresses of staff, filed on and off site.

b) Historical leave management forms: contain names and often information on sick and special leave about employees.

c) First aid incident reports.

d) Historical HR files.

3. PURPOSES OF COLLECTION

We collect personal information that is necessary to fulfill purposes related to our programs or activities including:

- to verify identity;
- to allow Designated Filers and representatives to access their Lobbyists Registry accounts and proceed via a multi-factor authentication system
- to contact the individual with regard to information they submit to the Lobbyists Registry;
- to contact the individual with education and information material to promote awareness and understanding of Lobbyists Transparency Act;
- to administer the Lobbyists Transparency Act;
- to respond to a breach report to ORL;

- to collect, use, and disclose personal information that the ORL is authorized or required to collect, use or disclose under the LTA or FIPPA;
- to otherwise fulfill any other duties under PIPA, FIPPA and the LTA.
- to otherwise fulfill any other duties under PIPA, FIPPA and the LTA; and
- to manage OIPC employees, including onboarding and offboarding employees.

Examples of personal information we may collect include:

- Personal contact information (name, address, email, phone number), including of registered organizations and individual consultant lobbyists or designated filers for organizations;
- Personal information contained in records responsive to an access request, complaint, or request for correction;
- Personal information of individuals subject to regulatory action; and
- Context-dependent personal information that may relate to any other file, investigation or work undertaken by the Offices as authorized in relation to the exercise of the powers of the Information and Privacy Commissioner and the Registrar of Lobbyists.

ADMINISTRATIVE POLICIES AND PROCEDURES Office of the Registrar of Lobbyists	
Policy: ORL Personal Information Inventory	**Effective Date**: March 3, 2016
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