

# **Greater Sudbury Police Service**

**Municipal Freedom of Information**

**and**

**Protection Act**



**Directory of General Records**

**and**

**Personal Information Banks**

(2020 edition)

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# MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

An Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards, effective January 1st, 1991.

## Section 34

- (1) A head shall make available for inspection by the public an index of all personal information banks in the custody or under the control of the institution setting forth, in respect of each personal information bank,
- (a) Its name and location;
  - (b) The legal authority for its establishment;
  - (c) The types of personal information maintained in it;
  - (d) How the personal information is used on a regular basis;
  - (e) To whom the personal information is disclosed on a regular basis;
  - (f) The categories of individuals about whom personal information is maintained; and
  - (g) The policies and practices applicable to the retention and disposal of the personal information.
- (2) The head shall ensure that the index is amended as required to ensure its accuracy.



## GREATER SUDBURY POLICE BOARD

### MANDATE

Police services shall be provided throughout Ontario in accordance with the following principles:

1. The need to ensure the safety and security of all persons and property in Ontario.
2. The importance of safeguarding the fundamental rights guaranteed by the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*.
3. The need for co-operation between the providers of police services and the communities they serve.
4. The importance of respect for victims of crime and understanding of their needs.
5. The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.
6. The need to ensure that police forces are representative of the communities they serve.



## PURPOSE OF THE GREATER SUDBURY POLICE BOARD

The responsibilities of the Police Services Board are outlined in section 31 (1) of Ontario's Police Services Act:

- Appoint the members of the municipal police force
- Generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality
- Establish policies for the effective management of the police force
- Recruit and appoint the chief of police and any deputy chief of police, and annually determine their remuneration and working conditions, taking their submissions into account
- Direct the chief of police and monitor his or her performance
- Establish policies respecting the disclosure by chiefs of police of personal information about individuals
- Receive regular reports from the chief of police on disclosures and decisions made under section 49 (secondary activities)
- Establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50
- Establish guidelines for dealing with complaints made under Part V
- Review the chief of police's administration of the complaints system under Part V and receive regular reports from the chief of police on his or her administration of the complaints system



## ORGANIZATION OF THE GREATER SUDBURY POLICE BOARD

The Greater Sudbury Police Services Board has five members: two Provincial appointees, two City of Greater Sudbury Council appointees, and one member of the community as appointed by Council.

The Board provides direction and guidance to the Greater Sudbury Police Service while ensuring that adequate and effective police services are provided in accordance with the needs of the municipality.

As civilian community members who represent the public's interests, the Police Services Board is committed to a high quality of community-based policing and excellence in police governance. The Board recognizes the challenges to law enforcement created by a changing environment, demographic shifts, emerging technologies, and evolving crime trends and patterns.

With the support of the citizens of Greater Sudbury, the Police Services Board is confident of meeting future policing challenges in the years ahead.



## GENERAL CLASSES OR TYPES OF RECORDS

Contains information relating to the Greater Sudbury Police Service Board meetings, including:

- Agendas and minutes of monthly meetings;
- Board Policies;
- General Correspondence;
- Financial Records and Budget Preparation;
- Annual Reports, Business Plans and Auditor Reports;
- By-laws of the Board;
- Tenders, contracts, and agreements;
- Research, opinions, and legal advice;
- Policies, Directive, Guidelines, Regulations and Procedures ;
- Civil Actions against GSPS; and
- Adequacy Standards Mandatory Reports.



## PERSONAL INFORMATION BANKS OF THE GREATER SUDBURY POLICE SERVICES BOARD

Contains information relating to individuals involved with GSPS, including employees and prospective employees; also includes information pertaining to access requests.

### APPOINTMENTS AND OATHS OF OFFICE

**Location:** Greater Sudbury Police Services Board

**Legal Authority:** Police Service Act, R.S.O. 1990, c.P.15, s.27, and 32

**Types of Information:** Name, address, telephone number, particulars of appointment and oath of office for current and former members of the Greater Sudbury Police Services Board and the Greater Sudbury Police Service

**Uses:** Maintain official record if the appointment and oath of office of Police Services Board Members

**Users:** Greater Sudbury Police Services Board Members, Police Services Board Secretary.

**Individuals in Bank:** Chief, Deputy Chief, Director, Greater Sudbury Police Services Board Members and current/former employees of the Services Board.

**Retention and Disposal:** Current year plus ten years. Records shred and/or digital file destroyed/erased.

### GENERAL

**Location:** Greater Sudbury Police Services Board.

**Legal Authority:** Police Services Act R.S.O. 1990

**Types of Information:** Names included in correspondence with public and Greater Sudbury Police Services Board members; names included in Greater Sudbury Police Services Board meeting minutes, monthly reports and agendas.

**Uses:** Maintain record of Greater Sudbury Police Services Board meeting minutes and general correspondence.

**Users:** Greater Sudbury Police Services Board.

**Individuals in Bank:** Persons corresponding with the Greater Sudbury Police Services Board.

**Retention and Disposal:** Current Year and 10 years. Records shred and/or digital file destroyed/erased.





## HUMAN RESOURCES

**Location:** Greater Sudbury Police Services Board.

**Legal Authority:** Police Services Act R.S.O. 1990

**Types of Information:** Names, address, telephone number, salary information, job descriptions, evaluations, attendance records, employee number, date of birth, social insurance number, education, work history, performance payroll, benefit transactions and photographs, schedules, and contracts pertaining to the Executive Office.

**Uses:** Document employee work, History and benefits and information to administer payroll and benefits package.

**Users:** Greater Sudbury Police Services Board.

**Individuals in Bank:** Chief, Deputy Chief, Director, Greater Sudbury Police Services Board Members and current/former employees of the Services Board.

**Retention and Disposal:** Active, plus 28 years. Records shred and/or digital file destroyed/erased.

## LEGAL

**Location:** Greater Sudbury Police Services Board.

**Legal Authority:** Police Services Act R.S.O. 1990

**Types of Information:** Names, statements of claim and related correspondence regarding civil legal actions against the Greater Sudbury Police Services Board, Legal advice, research and opinions relating to the Greater Sudbury Police Services Board, member disciplinary issues and members grievances files.

**Uses:** Document legal matters relating to the Greater Sudbury Police Services Board.

**Users:** Greater Sudbury Police Services Board members and employees, Chief and Deputy Chiefs.

**Individuals in Bank:** Members of the Greater Sudbury Police Services Board and Greater Sudbury Police Service who are or may be subject to legal litigation, civilian complaints of legal matters.

**Retention and Disposal:** Permanent. Records shred and/or digital file destroyed/erased.



## GREATER SUDBURY POLICE SERVICE

### GENERAL CLASSES OR TYPES OF RECORDS

#### Contains information relating to the Greater Sudbury Police Service, including:

- Administrative records including statistics, agendas and minutes of meetings, general inquires, administrative procedures, records management , data systems, development and management, property and fleet management;
- Correspondence and statistics relating to police matters;
- Crime Prevention and School Safety Programs;
- Emergency and disaster plans;
- Enforcement statistics relating to federal and provincial statutes, municipal by-law enforcement;
- Equipment studies and requirements;
- Financial records;
- General correspondence, news releases, audio-visual and film packages, annual reports and promotional and educational publications;
- Planning records, audit, and efficiency reports, consultant reports, policies, directives and guidelines;
- Research and opinions, correspondence, tenders, contracts and agreements status including some by-laws; and
- Training Programs.



## PERSONAL INFORMATION BANKS OF THE GREATER SUDBURY POLICE SERVICE

Contains information relating to individuals involved in Greater Sudbury Police Service programs, including employees and prospective employees, individuals subject to regulatory activity by the Greater Sudbury Police Service, also the individuals subject to or associated with law enforcement investigations.

### APPLICATION FILES

**Location:** Human Resources Branch

**Legal Authority:** Police Services Act, 1990, R.S.O.

**Types of Information:** Name, date of birth, age, gender, home address, letter of application, education history, employment history, qualifications, applicant evaluation, candidate test answer sheets, employment and character references, police record checks information, candidate background package and candidate assessments and waivers.

**Uses:** Record applicant files.

**Users:** Human Resources Staff, Training Branch

**Individuals in Bank:** Individuals applying for employment with the Greater Sudbury Police Service

**Retention and Disposal:**

- Tested Civilian applicants are retained for Current year plus one year,
- Background Files: Unsuccessful civilian applicants - four years, successful civilian applicants - active, plus twenty-eight years, Unsuccessful Sworn applicants-seven years, Successful Sworn applicants-active, plus 28 years

Records shred and/or digital file destroyed/erased.



## AUXILIARY POLICE

**Location:** Specialized Operation

**Legal Authority:** Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Evidence Act, R.S.O. 1990, Police Services Act, R.S.O.

**Types of Information:** Name, home address, date of birth, age, employment history, character references, other information relating to engagement, service or severance, activity reports, training records, security clearance information, testing results and waivers.

**Uses:** Evaluate eligibility for continued service.

**Users:** Chief's Staff, Community Policing Branch, and Human Resources Branch.

**Individuals in Bank:** Individuals serving as the Grater Sudbury Police Service Auxiliary Unit.

**Retention and Disposal:** Six years. See Human Resources for employee records. Records shred and/or digital file destroyed/erased.

## AWARDS AND COMMENDATIONS

**Location:** Human Resources & Professional Development

**Legal Authority:** Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Evidence Act, R.S.O. 1990, Police Services Act, R.S.O.

**Types of Information:** Name and employee number of members of the greater Sudbury Police Service; names and addresses of civilians recommended for awards or commendations.

**Uses:** To determine eligibility for an award or commendations.

**Users:** Greater Sudbury Police Services Board, Chief's Staff, Commendation Committee and Senor Staff.

**Individuals in Bank:** Persons or members of the Greater Sudbury Police Service who have been recommended for an award or commendation.

**Retention and Disposal:** Active plus twenty-eight years. Records shred and/or digital file destroyed/erased.

## CRIMINAL INTELLIGENCE FILES

**Location:** Criminal Investigation Branch

**Legal Authority:** Evidence Act, R.S.O. 1990, Criminal Code, R.S.O. 1985

**Types of Information:** Information on Persons/ organizations involved in criminal intelligence investigations into organized crimes, or other criminal activity.

**Uses:** Investigate offenders under the laws of Canada and Ontario; detection and prevention of crime and the administration of justice.

**Users:** Members of the Greater Sudbury Police Service, law enforcement agencies, courts and other agencies involved in the administration of justice.

**Individuals in Bank:** Individuals who are the subject of criminal intelligence investigations.

**Retention and Disposal:** Until superseded or obsolete. Records shred and/or digital file destroyed/erased.



## DISCIPLINE

**Location:** Professional Standards Branch

**Legal Authority:** Police Services Act, R.S.O. 1990

**Types of Information:** Name, employee number, notice of disciplinary action, internal and external correspondence concerning s Members conduct, testimony, by witness, legal opinions and investigation record of possible misconduct.

**Uses:** Investigation of members, adjudicate disciplinary action and produce statistics.

**Users:** Greater Sudbury Police Services Board, Chief's Staff, Senior Staff, Service Legal Counsel and the Ontario Civilian Police Commission.

**Individuals in Bank:** Members of the Greater Sudbury Police Service are or have been the subject of internal investigation.

**Retention and Disposal:** Under the Police Act-Seven Years. Records shred and/or digital file destroyed/erased.

## DUTY BOOKS/NOTEBOOKS

**Location:** Records and Customer Service

**Legal Authority:** Police Services Act, R.S.O. 1990, Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

**Types of Information:** Name, address, sex, gender, telephone number, driver's license number, statements, criminal history of victims, witnesses, suspects, accused and other involved individuals who have some form of Police Contact.

**Uses:** To record daily work history.

**Users:** Members of the Greater Sudbury Police Service.

**Individuals in Bank:** Individuals who come into Police Contact.

**Retention and Disposal:** Active, thirty-nine years dormant. Records shred and/or digital file destroyed/erased.

## EMPLOYEE PAYROLL AND BENEFITS RECORDS

**Location:** Finance

**Legal Authority:** Income Tax Act, R.S.O. 1985, Income Tax Act, R.S.O. 1990, Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Police Services Act, R.S.O. 1990

**Types of Information:** Name, employee number, date of birth, telephone, sex, marital status, dependent information, citizenship, social insurance number, health, medical records, performance payroll and benefit transactions, beneficiaries, next-of-kin and garnishments.

**Uses:** Document employee work history and benefits information to administer payroll and benefits package.

**Users:** Payroll Coordinator

**Individuals in Bank:** Current and former employees, part-time employees and students who are or have been assigned through an educational program to work temporarily.

**Retention and Disposal:** Permanent. Records shred and/or digital file destroyed/erased.



## EQUIPMENT AND FIREARMS RECORDS

**Location:** Integrated Operations and Finance

**Legal Authority:** Equipment and Use of Force Regulation under the Police Services Act, R.S.O. 1990, Firearms Interest Police (FIP) Records

**Types of Information:** Name, employee number, uniforms and equipment issued to member, service revolver registrations.

**Uses:** Maintain official record of uniforms, equipment issued to Members of the Greater Sudbury Police Service.

**Users:** Human Resources Branch.

**Individuals in Bank:** Current and former Members of the Greater Sudbury Police Service.

**Retention and Disposal:** Until superseded. Records shred and/or digital file destroyed/erased.

## FINGERPRINT FILE

**Location:** Criminal Investigations-Forensics

**Legal Authority:** DNA identification Act, S.C. 1998, Criminal Code, R.S.C. 1985, Identification of Criminals Act, R.S.C. 1985

**Types of Information:** Name of Contributing agency/department, accused's file number, name, address, aliases, complexion, fingerprint section number (RCMP), sex, hair colour, weight, peculiarities (marks, scars, tattoos, and deformities), place of birth, port of entry, date of entry, violent, suicidal, escape risk, name of address of next-of-kin, race, date of arrests, young offender, court and location, investing agency, date and place of sentence, charge (section and statute) and deposition.

**Uses:** Provide positive identification of a person to a criminal record and investigation of criminal offence.

**Users:** Members of the Greater Sudbury Police Service, law enforcement agencies, courts and other agencies involved with administration of justice.

**Individuals in Bank:** Persons charged with indictable offences.

**Retention and Disposal:** Records shred and/or digital file destroyed/erased.

- Permanent Adults – Application requesting to destroy has met all criteria.
- Young Persons - per the YCJA.
- Consent Prints (for elimination purposes) – destroyed once eliminated.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY RECORDS

**Location:** Records and Customer Service

**Legal Authority:** Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

**Types of Information:** Name, address, telephone number, date of birth, description of information requested/ to be corrected correspondence and copies of requested records.

**Uses:** Maintain a record of requests and to compile statistics.

**Users:** Greater Sudbury Police Services Board, Customer Clerks, Release of Information Supervisor, Manager of Records and Customer Service and Information and privacy Commissioner of Ontario.

**Individuals in Bank:** Persons submitting requests for access/ correction under the Legislation.

**Retention and Disposal:** Current year plus six years. Records shred and/or digital file destroyed/erased.



## GRIEVANCE FILES

**Location:** Administration Branch

**Legal Authority:** Police Services Act, R.S.O. 1990

**Types of Information:** Name, employee number and correspondence conserving grievances made pursuant to the provisions of the working agreement.

**Uses:** Official record of grievances and their final adjudication.

**Users:** Greater Sudbury Police Services Board, Arbitrators, Senior Staff, and Service Legal Counsel.

**Individuals in Bank:** Persons involved in grievance procedures.

**Retention and Disposal:** Current year plus 10 years. Records shred and/or digital file destroyed/erased.

## INVESTIGATIVE CASE RECORDS

**Location:** Records and Customer Service

**Legal Authority:** Criminal Code, R.S.O. 1985, Youth Criminal Justice Act, R.S.O. 1990, Evidence Act, R.S.O. Evidence Act, R.S.O. 1990, the Highway Traffic Act, R.S.O. 1980.

**Types of Information:** Name, address, date of birth, phone number, investigation and occurrence reports, follow-up reports, Forensic Identification reports, exhibit reports, copies of court documents, criminal identification file, videotapes, audiotapes, polygraph charts, court briefs and criminal records.

**Uses:** Investigate and prosecute offences under the laws of Canada and Ontario, municipal by-laws, detection, prevention and suppression of crime, policing, law enforcement and general administration.

**Users:** Members of the Greater Sudbury Police Service, Law Enforcement agencies, courts and other agencies involved in investigations under the Criminal Code, Federal or Provincial status or by Municipal By-laws.

**Individuals in Bank:** Persons who have come into police contact.

**Retention and Disposal:** Permanent.

## KEY HOLDER AND ALARM PREMISE FILE

**Location:** Finance

**Legal Authority:** Income Tax Act, R.S.O. 1985, Income Tax Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

**Types of Information:** Name, address, telephone number and related information.

**Uses:** Contact persons in emergencies.

**Users:** Members of the Grater Sudbury Police Service.

**Individuals in Bank:** Owners, employees and persons involved with the premise that Police can Contact in the event of emergencies relating to the premise.

**Retention and Disposal:** While valid. Records shred and/or digital file destroyed/erased.



## LITIGATION

**Location:** Professional Standard

**Legal Authority:** Police Services Act, R.S.O. 1990

**Types of Information:** Names, statements, of claim and related correspondence concerning Greater Sudbury Police Service members who are the subject of legal proceedings.

**Uses:** Document legal claims and provide assistance to Greater Sudbury Police Service Insurers and their agents.

**Users:** Chief's Staff, Service Legal Counsel, Insurers and their agents.

**Individuals in Bank:** Members of the Greater Sudbury Police Service who are or may be subject to legal litigation.

**Retention and Disposal:** Permanent

## MASTER NAME INDEX

**Location:** Records and Customer Service

**Legal Authority:** Police Service Act, R.S.O. 1990

**Types of Information:** Name, date of birth, address, sex, phone number and physical description.

**Uses:** Query purposes.

**Users:** Members of the Greater Sudbury Police Service.

**Individuals in Bank:** Persons coming into contact with the Greater Sudbury Police Service.

**Retention and Disposal:** Permanent

## MOTOR VEHICLE COLLISIONS

**Location:** Integrated Operations.

**Legal Authority:** Highway Traffic Act, R.S.O. 1990, Police Services Act, R.S.O. 1990

**Types of Information:** Name, address, sex, telephone number, medical information, driver's license information and statements.

**Uses:** Investigate and prosecute offenses under the laws of Canada and Ontario, as well as Municipal By-laws.

**Users:** Members of the Greater Sudbury Police Service, Law Enforcement Agencies, courts, other agencies involved in the administration of justice.

**Individuals in Bank:** Individuals involved in motor vehicle collisions.

**Retention and Disposal:** Hard copy of MVC Reports 10 years.





## PERSONNEL FILES

**Location:** Human Resources and Professional Development

**Legal Authority:** Income Tax Act, R.S.O. 1985, Income Tax Act, R.S.O. 1990, Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Police Services Act, R.S.O. 1990

**Types of Information:** Name, employee number, letter of application, resume, applicant evaluation, education test answer sheets, candidate assessments, psychological test score sheets, commandments, awards and recognition, benefits information, oath of office, oath of secrecy, performance appraisals, attendance records, employee building pass and warrant card records, Recruit Training manuals, Routine orders regarding transfers, promotions and training certificates.

**Uses:** Record work history

**Users:** Human Resources Branch

**Individuals in Bank:** Current and temporary employees.

**Retention and Disposal:** Until end of service, and twenty-eight years. Records shred and/or digital file destroyed/erased.

## PROMOTIONAL PROCESS

**Location:** Human Resources and Professional Development

**Legal Authority:** Police Services Act, R.S.O. 1990

**Types of Information:** Name, employee number, and completed tests, examinations and interview scores on a list.

**Uses:** To assist in determining a Member's suitability and eligibility for promotion, document the testing, examination and interview process and to identify training needs.

**Users:** Greater Sudbury Police Services Board, Chief's Staff, Human Resources Branch.

**Individuals in Bank:** Members taking part in the promotional process.

**Retention and Disposal:** Until end of service, and twenty-eight years. Records shred and/or digital file destroyed/erased.

## PUBLIC COMPLAINTS

**Location:** Professional Standards Branch

**Legal Authority:** Police Service Act, R.S.O. 1990

**Types of Information:** Investigate reports, incident reports, statements of members, statements of witnesses and complaints, related audio/video files, related correspondence of Members and complainants.

**Uses:** Investigate public complaints to identify causes and develop remedial measures, provide evidence in tribunals or court, and produce statistics.

**Users:** Greater Sudbury Police Services Board, Chief's Staff, Senior Staff, Professional Standards Branch and Service Legal Counsel.

**Individuals in Bank:** Individuals making general inquiries or registering complaints against the activity of the Greater Sudbury Police Service or its Members.

**Retention and Disposal:** Seven years. Records shred and/or digital file destroyed/erased.



## RECORD CHECKS

**Location:** Records and Customer Service

**Legal Authority:** OACP LEARN Guideline for Police Record Checks, September 2013, Criminal Records Act, R.S.C. 1985, c. C-47, Children's Law Reform Act-O. Reg. 24/10, Change of Name Act, R.S.O. 1990, c. C-7, Police Services Act, R.S.O. 1990

**Types of Information:** Name, address, telephone number, date of birth, purpose for record check, position, agency name, correspondence with other police agencies and copies of complete request.

**Uses:** Maintain a record of request for CPIC audit compliance and compile statistics.

**Users:** Greater Sudbury Police Service Customer Service Unit.

**Individuals in Bank:** Persons submitting requests for employment, volunteer of adoption purposes, name change, non-parent custody applications or record suspension; under legislation directly to the Greater Sudbury Police Services Board.

**Retention and Disposal:** Current year plus two years. Records shred and/or digital file destroyed/erased.

## SERVICE MOTOR VEHICLE COLLISIONS

**Location:** Finance-Fleet

**Legal Authority:** Workers' Compensation Act, R.S.O. 1990, Highway traffic Act, R.S.O. 1990, Police Services Act, R.S.O. 1996

**Types of Information:** Name, address, date of birth, driver's license information, phone numbers, sex, collision details and statements, correspondence concerning collisions involving Service-owned and leased vehicles .

**Uses:** Record damage settlements, planning and evaluation, produce statistics; to determine responsibility and access penalties and establish preventative programs; to ensure damage repair estimates are obtained.

**Users:** Fleet, Community Policing Branch, Human Resources Branch, Professional Standards Branch, Insurers and Branch Commanders.

**Individuals in Bank:** Service members involved in collisions while operating a Service-owned or leased vehicles.

**Retention and Disposal:** Current year plus 10 years. Records shred and/or digital file destroyed/erased.

## TELECOMMUNICATIONS RECORDS-DIGITAL FILES

**Location:** 911 Emergency Communication Center & Communication and Information Technology

**Legal Authority:** Police Services Act, R.S.O. 1990

**Types of Information:** Operational Radio, telephone communications initiated or received in communication centers, audio/video tapes of Headquarters Reception Unit, Headquarters Detention Unit, Property and Evidence Control and Police cruisers with recording capabilities.

**Uses:** Playback record of emergency calls, administrative and law enforcement purposes and provide evidence for court proceedings.

**Users:** Members of the Greater Sudbury Police Service, law enforcement agencies and the courts, Media Relations.

**Individuals in Bank:** Members of the Greater Sudbury Police Service including members of other law enforcement agencies and individuals involved in investigations under the Criminal Code, other federal and provincial status or Municipal By-laws.

**Retention and Disposal:** Perimeter and Internal Security Video-30 days. Prisoner Care and Control-Current year plus one year. Radio and Telephone recordings-Permanent. Records shred and/or digital file destroyed/erased.



## USE OF FORCE REPORT

**Location:** Human Resources and Professional Development-Training

**Legal Authority:** Equipment and Use of Force Regulation under the Police Services Act, R.S.O. 1990, Firearms Interest Police (FIP) Records, Police Services Act, R.S.O. 1990.

**Types of Information:** Name, member number, incidents requiring use of force report and related correspondence.

**Uses:** Document incidents where members are involved in use of force situations requiring a use of force report and to provide statistics.

**Users:** Greater Sudbury Police Services Board, Chief's Staff, Senior Staff, Human Resources Branch

**Individuals in Bank:** Members who have used sufficient force on a person during the execution of their duties requiring a use of force report and persons who have had sufficient force applied to their person by Police during the execution of their duties requiring a use of force report.

**Retention and Disposal:** Three years active for Part A and thirty days for Part B. Records shred and/or digital file destroyed/erased.

## VULNERABLE PERSONS REGISTRY

**Location:** Criminal Investigations

**Legal Authority:** Information and Privacy Commissioner/Ontario Authorization 93-04 Effective December 9, 1993.

**Types of Information:** Name, address, date of birth, phone number, registry number, languages spoken, medication taken, places known to wander and next-of-kin information.

**Uses:** Assist in the location of vulnerable individuals who go missing within the City of Greater Sudbury

**Users:** Members of the Police Service.

**Individuals in Bank:** Registered vulnerable persons who have a physical, mental health, cognitive, or medical condition that may require special attention in an emergency and may exhibit patterns of behaviour that may pose a danger to themselves or others.

**Retention and Disposal:** While valid.

## WORKPLACE SAFETY RECORDS

**Location:** Human Resources Branch

**Legal Authority:** Workers Compensation Act, R.S.O. 1990, The Occupational Health and Safety Act, R.S.O. 1990, Police Services Act, R.S.O. 1990

**Types of Information:** Name, address, date of birth, telephone number, social insurance number and details of the injury or accident.

**Uses:** Provides claims made under the Worker's Compensation Act and Produce statistics.

**Users:** Workplace Safety and insurance Board, Chief's Staff, Human Resources Branch.

**Individuals in Bank:** Members of the Greater Sudbury Police Service submitting an Accident Injury Report or claim.

**Retention and Disposal:** Current year plus twenty-eight years. Records shred and/or digital file destroyed/erased.



**Questions regarding the contents of this Directory may be directed to:**

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