

Personal Information Banks

Last updated: October 20, 2025

Corporate Services – Legislative Services

Bank Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Access to Information and Privacy	Municipal Office	<i>Municipal Freedom of Information and Protection of Privacy Act</i>	Name, address, phone number and e-mail address, content of requests, personal information in responsive records	To communicate with requesters and/or complainants; and respond to Freedom of Information Requests, or to address privacy complaints	Legislative Services Staff	Public Members of Council Employees Requesters & Complainants	File Closure + 2 Years
Closed Session Minutes and Reports	Municipal Office	<i>Municipal Act</i>	Council or Committee records prepared for and considered in Closed Session; containing personal information about identifiable individuals	Consideration of matters in Council or Committee pursuant to s239(2) and (3.1) or the Municipal Act	Members of Council Legislative Services Staff Applicable Municipal Staff	Public Members of Council Employees	Permanent

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Closed Meeting Complaints and Investigations	Municipal Office	<i>Municipal Act</i>	Name, address, telephone number and e-mail address, nature of complaint	To report to council on complaints of alleged contraventions of the Municipal Act open meeting provisions	Legislative Services Staff Closed Meeting Investigator	Members of Council Employees	File Closure + 2 Years
Code of Conduct Complaints and Investigations	Municipal Office	<i>Municipal Act</i>	Name, address, telephone number and e-mail address, nature of complaint	To report to council on complaints of alleged contraventions of the Code of Conduct	Legislative Services Staff Integrity Commissioner	Members of Council Employees	File Closure + 2 Years
Other Citizen Requests, Complaints and Investigations	Municipal Office	<i>Municipal Act</i>	Name, address, telephone number and e-mail address, nature of complaint	To respond to customer service inquiries, questions, compliments and complaints	Authorized Municipal Staff (as applicable) Ombudsman	Public	File Closure + 2 Years
Citizen Applications and Appointments	Municipal Office	<i>Municipal Act</i>	Name, address, telephone number, e-mail address, employment and volunteer history as provided	To appoint citizens to various municipal boards and committees	Members of Striking Committee Legislative Services Staff	Public	Applications: Term of Council Appointments: Permanent
Delegation Requests	Municipal Office	<i>Municipal Act</i> <i>Planning Act</i>	Name, phone number, address, e-mail address, nature of delegation	To allow an individual or an organization the opportunity to appear before council or committee	Legislative Services Staff	Public	Current + 5 Years

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Elections – Application to Amend Voters List	Municipal Office	<i>Municipal Elections Act</i>	Name, qualifying address, mailing address	To allow an individual to add or amend their information on the Voters List	Authorized Municipal Elections Staff	Public	Election Day + 120 Days
Elections – Candidate Records and Campaign Finance Records	Municipal Office	<i>Municipal Elections Act</i>	Name, address, telephone number and e-mail address of candidate; name and address of auditor or chief financial officer; name and address of person(s) authorized to accept contribution deposits; name and address of persons making contributions	To post financial reporting documentation for the public and to certify registered third-party advertisers for municipal elections	Legislative Services Staff	Public	Election Day + 4 Years
Elections – Nomination Papers and Candidate Records	Municipal Office	<i>Municipal Elections Act</i>	Name, qualifying address, mailing address, telephone number(s) and e-mail address of candidate; name and qualifying address of individuals endorsing the nomination	To certify candidates for the municipal election	Legislative Services Staff	Public	Election Day + 4 Years
Lottery Licences	Municipal Office	<i>Alcohol & Gaming Commission of Ontario</i> <i>Criminal Code of Canada</i>	Name, address, telephone number, e-mail address, location, principal officer's name, names of board members, names of charitable and non-profit organization members, lottery trust account records	To issue lottery licences and related enforcement	Legislative Services Staff Alcohol and Gaming Commission of Ontario	Public	Expiry + 2 Years

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Liquor Licences, Special Occasion Permits, and Municipally Significant Events	Municipal Office	<i>Liquor Licence Act</i> <i>O.Reg. 389/91</i>	Name, address, telephone number, email address, signature, name of organization, primary contact, event proposal, timelines, insurance	To approve liquor licences and for related enforcement	Authorized Municipal Staff Alcohol and Gaming Commission of Ontario	Public	Expiry + 2 Years
Marriage Licence Applications	Municipal Office	<i>Marriage Act</i> <i>Vital Statistics Act</i>	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, mother's maiden name and place of birth, copy of divorce certificate (if applicable)	To record vital statistics of marriages and to regulate their legality	Legislative Services Staff	Public	2 Years
Marriages Register	Municipal Office	<i>Marriage Act</i> <i>Vital Statistics Act</i>	Name, age, date of birth, marital status, divorce details (if applicable), religious denomination, present address, place of birth, father's name and place of birth, mother's maiden name and place of birth, date and place of intended marriage, occupation of parties, name and address of witnesses, marriage officiant	To maintain a record of marriages in the municipality	Legislative Services Staff	Public Legislative Services Staff	Permanent

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Virtual Meetings	Municipal Office	Varies with nature of meeting requiring public participation including, but not limited to, <i>Municipal Act, Planning Act, and Drainage Act</i> Middlesex Centre Procedure By-law 2013-17 or as amended	Name, e-mail address	Hosting virtual meetings where registration is required (such as attending council meeting virtually)	Legislative Services Staff Communications Staff Planning and Development Staff	Public Members of Council Employees	Retained on third-party site (Zoom) for no more than 6 months List of attendees may be downloaded and retained as required in support of specific projects

Corporate Services – Finance

Bank Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Accounts Payable	Municipal Office	<i>Municipal Act</i> <i>Retail Sales Tax Act</i> <i>Excise Tax Act</i>	Vendor's name, address, telephone number, e-mail address, banking information, business number, customer account number, invoice/payment history	To process payments to suppliers of goods or services to the Municipality and to contact vendors	Limited Municipal Staff (Administrative) Auditors Regulating Agencies	Public Members of Council Employees Vendors	Current + 7 years for non-capital Permanent for capital invoices
Accounts Receivable	Municipal Office	<i>Municipal Act</i> <i>Retail Sales Tax Act</i> <i>Excise Tax Act</i>	Customer name, address, telephone number, email address, payment history, banking information, customer account number, roll number of property, tenant information	To process payments received from customers of the Municipality for goods and services the Municipality has supplied and to contact customers	Limited Municipal Staff (Administrative) Auditors Regulating Agencies	Public Customers Members of Council Employees	Current + 7 years

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Banking Records/Bank Deposit Report	Municipal Office	<i>Income Tax Act, R.S.C. 1970-71-72</i> <i>Income Tax Act, R.S.O 1990</i>	Names, banking institution information, account numbers	To keep a record of all banking transactions and to reconcile to records	Finance Staff Legislative Services Staff Regulatory Agencies Auditors	Public Customers Members of Council Employees	Current + 7 years
Budget Information	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i> <i>Income Tax Act</i> <i>Income Tax Act R.S.C. 1970- 71-72</i> <i>Income Tax Regulations, Reg. 5800</i>	Employee name, hire date, salary and benefit information and coverage	To create the budget for a fiscal year	Limited Municipal Staff	Members of Council Employees	

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Donations Tax Receipts	Municipal Office	<i>Excise Tax Act</i>	Name, address, telephone number, e-mail address, customer account number, donation amount	To issue official donations receipts for income tax purposes	Finance Staff Legislative Services Staff Regulatory Agencies Auditors	Public Members of Council Employees	Current + 7 years
Electronic Billing Registration	Municipal Office	<i>Municipal Act</i>	Telephone numbers, e-mail address, customer account number, address, name, tenant information, banking information	To provide the most convenient method of payment to customers	Limited Municipal Staff	Public Members of Council Employees	Current + 7 years
Employee Benefits (RWAM & OMERS)	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i> <i>Workplace Safety and Insurance Act</i> <i>Canada Pension Plan</i> <i>Unemployment Insurance Act</i>	Name, address, telephone number, payroll number, dependent coverage, deduction amounts, policy and division numbers, benefits carrier billings, benefit, salary information, booklets, pension adjustment amounts, SIN	To document payments of premiums and for Year End reconciliations	Finance Staff Human Resources Staff Benefits Provider OMERS	Members of Council Employees	Current + 7 years

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Payroll Administration	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act,</i> <i>Income Tax Act</i> <i>Income Tax Act R.S.C. 1970- 71-72</i> <i>Income Tax Regulations, Reg. 5800</i>	Name, address, telephone number, payroll number, salary information, SIN, garnishments, email address, deduction amounts, marital status, family status, emergency contacts, job applications	To document payments to employees for services rendered and for Year End tax reporting	Finance Staff Human Resources Staff Auditor	Members of Council Employees	Current + 7 years
Procurement Processes	Municipal Office	<i>Municipal Act, 2001</i> Middlesex Centre Procurement By-law	Bidder's name, company, contact information, reference contact information, pricing and proprietary information related to bid	Procurement for municipal projects and programs	Limited Municipal Staff (procurement leads for projects)	Bid Contact Person References	Bid information – 7 years Winning bid may be retained longer depending on nature of the project

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Property Tax/Assessment Rolls	Municipal Office	<i>Municipal Act</i> <i>Assessment Act Ontario Regulations 29, 30, 31, 32</i>	Name, address, telephone number, email address, payment history, banking information, roll number, property information, mortgage information, liens on property information, name and address of tenant, taxable assessment, legal description of property, school support, structural data bankruptcy documents and information, communications from property owner, lawyer information, building permits	To process property taxes billing and collecting from the residents and businesses of the Municipality, to provide evidence for use in litigation and to provide assessment information to the general public and to contact property owners	Limited Municipal Staff (Administrative) Auditors Regulating Agencies Lawyers	Public Members of Council Lawyers Employees	Permanent
Security Deposits: Cash or Letters of Credit held in Municipal favour to provide financial protection against damage or loss to the Municipality	Municipal Office	<i>Municipal Act</i>	Client name, address, email address, bank information (name, address)	Administer security deposits	Director of Corporate Services Director of Public Works and Engineering Development Review Coordinator	Public Developers	Current + 7 years

Corporate Services – Human Resources

Bank Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Criminal Record Checks	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i> <i>Ontario Human Rights Code</i>	Criminal history	Suitability of employment	Human Resources Staff	Employees	Termination + 7 years
Drivers Abstracts and Employee Driving Accident Reports	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i>	Drivers Abstract, driver licence number	Administration for municipal vehicle use, processing accident reporting	Human Resources Staff Management	Employees	Termination + 7 years
Employee Performance Management	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i>	Job performance history	Annual monetary increases, promotional opportunities, disciplinary action	Human Resources Staff Management	Employees	Termination + 7 years

Bank Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Medical Records (WSIB, STD/LTD, Incident Reports)	Municipal Office	<i>Municipal Act</i> <i>Occupational Health and Safety Act</i> <i>Workplace Safety and Insurance Board</i> <i>Personal Health Information Protection Act</i>	Medical history, medical prognosis information, name, address, SIN, phone number	Administration of claims and participation in return to work	Human Resources Staff	Employees	Current + 5 years
Offer Letters	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i>	Name, address, contact information, salary information, benefits & pension information	Details of employment agreement	Human Resources Staff Hiring Managers	Members of Council Employees	Termination + 7 years
Recruitment Documentation	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i>	Name, address, employment history, reference checks, interview notes, employee relative declaration	Evaluation of candidate to determine successful candidate for the position	Human Resources Staff Hiring Managers	Members of Council Employees	Current + 3 years
Training Records	Municipal Office	<i>Municipal Act</i> <i>Employment Standards Act</i>	Education history, certifications, name, address, employee contact information	Administration and tracking of required training/certifications	Human Resources Staff Management	Employees	Current + 7 years

Corporate Services – Communications

Bank Title	Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Community Surveys	Municipal Office	n/a	Surveys are almost always confidential. Name and contact information may be requested, but typically optional.	Information gathering and data analysis in support of various municipal projects and programs	Limited Municipal Staff (Communications, Recreation Coordinator)	Public Employees	As the project requires. Data may be moved to working drives or records management system as appropriate and retained as part of the project records.

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Event Registration	Municipal Office	n/a	Name, company, e-mail, phone number	Registering for various municipal events	Communications Staff	Public Members of Council Employees	As the event requires. May be retained for multiple years to allow for invitations the following year. Data may be moved to working drives or records management system as appropriate.

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Mail Lists (e-newsletter and project specific)	Municipal Office	E-newsletter: n/a Project-specific: may address specific notice requirements in legislation, depending on nature of the project Complies with <i>Canada's Anti-Spam Legislation (CASL, 2014)</i>	Name and email required for all lists. Company and address are collected occasionally for project-specific lists.	Circulating municipal information via electronic mailing lists	Communications Staff	Public Members of Council Employees	Retained on third-party site: E-newsletter: until individual opts out Project-specific: varies depending on nature of the project Retained internally: sign-ups must be retained as long as continued to use for contact