

Personal Information Inventory

The following is a summary of personal information under the custody or control of BC Assessment, some of which is contained in personal information banks (which are files of information that are organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual).

These records contain information about property owners, customers, third parties, and BC Assessment employees.

1. Operational Records

Property assessment records stored in electronic systems and in paper files retained in secured storage within BC Assessment offices and in off-site storage include:

- Property assessment records collected from property owners respecting the assessment of land and improvements under the authorities set out in the [Assessment Act](#). These records contain personal information such as name, address, telephone number, e-mail, unique identification numbers and in some cases personal information contained in applications or supporting documents collected by BC Assessment in relation to fulfilling obligations set out in the [Assessment Act](#) and other statutory requirements.
- Records collected from local governments, the Provincial Government, and the Land Title and Survey Authority in relation to fulfilling BC Assessment's statutory duties, including providing assessment information to local governments and the Province. These records contain personal information such as name, address, telephone number, e-mail, unique identification numbers and in some cases personal information contained in supporting documents, including building plans and property transfer documents.

2. Administrative Records

Administrative records stored in electronic systems and paper files retained in secured storage within BC Assessment offices and in off-site storage include:

- BC Assessment administrative records, including correspondence, inquiries, complaints, and property owner records relating to property assessment operations. These records contain personal information such as name, address, telephone number, e-mail, and unique identification numbers.
- Customer records, including account and inquiry information. These records contain

personal information such as name, address, telephone number, e-mail, account, and password information.

- Systems and security records, including authentication, access and user login information. These records contain personal information such as name and login identifier.
- Finance records, including employee pay and benefit and customer payment information. These records contain personal information such as name, date of birth, social insurance number, address, telephone number, e-mail, unique identification numbers, earnings, benefit entitlements, tax, account, password, banking and payment information.
- Human Resources records, including employee pay, benefit, performance, health, educational, employment and background information. These records contain personal information such as name, address, telephone number, e-mail, family status, partner information, social insurance number, gender, birth date, birth place, citizenship, residency, medical, earnings, benefit entitlements, tax, account, unique identification numbers, employment history, education, experience and employment background information.
- Communications records, including customer contact information, account and feedback information. These records contain personal information such as name, address, telephone number and e-mail information.
- Facilities records, including building access and alarm codes and first aid reports. These records contain personal information such name, unique identification number and medical information.
- Corporate records, including board information and disclosures. These records contain personal information such as name, address, telephone number, e-mail, financial, gender, birth date, social insurance number, citizenship, employment history, education, experience and employment background information.
- Regulatory records, including freedom of information access requests, complaints and policy, legal and regulatory compliance information. These records contain personal information such as name, address, telephone number, e-mail and unique identification number information and in some cases personal information relating to the details of a request, complaint or investigation.