

Office of the Chief Electoral Officer of Canada: Info Source

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Introduction

Info Source describes the programs and activities, and the information holdings related to programs and activities, of government institutions subject to the [Access to Information Act](#) to facilitate the right of access. It also provides individuals, including current and former employees of the Government of Canada, with relevant information to access personal information about themselves held by government institutions subject to the [Privacy Act](#) and to exercise their rights under the *Privacy Act*.

An [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* is available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The Office of the Chief Electoral Officer of Canada, which includes Elections Canada and the Office of the Commissioner of Canada Elections, is an independent, non-partisan agency that reports directly to Parliament. A description of Elections Canada's [role and structure](#) can be found on its website.

The following Acts of Parliament govern the operations of Elections Canada:

- [Canada Elections Act](#)
- [Referendum Act](#)
- [Electoral Boundaries Readjustment Act](#)
- [Constitution Acts, 1867 to 1982](#)

Prior to the creation of the *Dominion Elections Act* in 1920, Canadian elections functioned in a decentralized manner. Administration of federal elections was uneven from province to province, with voter eligibility determined by provincial laws. The Act established uniform eligibility requirements as well as the post of Chief Electoral Officer, beginning the tradition of independent, non-partisan agencies administering the electoral process in Canada – the first such agency in the world. More information on the [history of the vote in Canada](#) can be found on the Elections Canada website.

A description of the Commissioner of Canada Elections' [history](#) can be found on its website.

Responsibilities

Elections Canada carries out its responsibilities in accordance with its [mission, mandate and values](#). In fulfilling its mandate, Elections Canada also has the responsibility to:

- appoint, train and support returning officers and retain the services of field liaison officers across Canada;

- maintain the National Register of Electors, which is used to prepare preliminary lists of electors at the start of electoral events;
- publish reports on the conduct of elections and official voting results;
- maintain electoral geography information, which provides the basis for maps and other geographic products;
- register political entities, including political parties, electoral district associations, candidates, nomination contestants, leadership contestants, third parties that engage in election advertising and referendum committees;
- administer the reimbursements and subsidies paid to eligible candidates, registered political parties and auditors;
- disclose information on registered parties and electoral district associations, registered parties' nomination and leadership contestants, candidates, third parties and referendum committees, including their financial returns;
- refer to the Commissioner of Canada Elections information concerning possible offences under the *Canada Elections Act* (or other relevant Acts);
- consult the Advisory Committee of Political Parties to receive advice and recommendations;
- issue written opinions, guidelines and interpretation notes on the application of the *Canada Elections Act* to political entities;
- recommend to Parliament amendments for the better administration of the *Canada Elections Act* by submitting a recommendations report after a general election, as well as by providing expert advice and other special reports; and,
- appoint the Broadcasting Arbitrator, who is responsible for allocating free and paid broadcasting time among political parties and for arbitrating disputes that may arise between parties and broadcasters.

A description of the Commissioner of Canada Elections' [role and responsibilities](#) can be found on its website.

How to Read *Info Source*

Info Source has two subsections under “Institutional Programs and Activities”: “Institution-Specific Content” and “Internal Services.” “Institution-Specific Content” is organized according to the Office of the Chief Electoral Officer's programs and activities, as documented in its most recent [Departmental Plan](#), which is used to announce priorities, strategic outcomes, programs, expected results, and planned resource requirements over a three-year period beginning with the year indicated in the title of the report. Defined below are the components of these subsections that describe the Office of the Chief Electoral Officer's information holdings. The bracketed abbreviations are used consistently throughout the document to help situate each section.

Program (P)

A program is a group of related activities that the Office of the Chief Electoral Officer manages to fulfill specific areas of its mandate and meet a specific public need.

Activity (A)

An activity is an action or set of actions undertaken by the Office of the Chief Electoral Officer while delivering its programs and services, including internal services. Multiple activities may be undertaken within a single program.

Class of Records (COR)

Each class of records gives a description of all records and information created, captured and maintained by the Office of the Chief Electoral Officer as evidence of the administration of a particular institutional program or activity. It is these records that are subject to requests under the *Access to Information Act*. If these records contain personal information, then the class of records must have a related personal information bank.

Personal Information Bank (PIB)

A personal information bank describes the personal information that Office of the Chief Electoral Officer uses for administrative purposes or in support of specific programs or activities. The information contained in a personal information bank is protected under the *Privacy Act* unless another statutory authority expressly allows its disclosure. The personal information is organized and retrievable by name or by a unique identifier, such as an assigned number. Each personal information bank is associated with one or more classes of records.

Institutional Programs and Activities

Institution-Specific Content

Electoral Boundaries Readjustment Administration (P)

The Electoral Boundaries Readjustment is a three-year program that delivers administrative support services to independent provincial commissions tasked with reviewing federal electoral boundaries after each decennial census. The program provides tools, data, information, and communication services to support the commission to carry out their obligations under the *Electoral Boundaries Readjustment Act* (EBRA) namely, the preparations of proposals, the conduct of public hearings and the completion of their final reports. The program also acts as a conduit between the House of Commons and the electoral boundaries commissions, and it prepares and transmits the draft representation order to the Minister.

Electoral Boundaries Readjustment (COR)

Description: Records include information related to calculations of the number of seats for each province in the House of Commons, using population estimates in the year of the decennial census and the formula set out in the *Constitution Act, 1867*; the administrative and technical support given to the independent commissions, such as mapping, census data and publishing; the design and maintenance of a website to assist them in their work; the development of communications initiatives to inform Canadians about the redistribution process and how to participate; and the payment of expenses related to the redistribution process.

Document Types: Correspondence, memoranda, budgets, maps, travel authorization forms and claims

Disclosure Summaries: Under development

Format: Maps

Record Number: Elections 2020

Related Personal Information Bank: Elections PPU 050, [Federal Electoral Boundaries Commissions \(PIB\)](#)

Electoral Data Services (P)

The Electoral Data Services Program ensures that the National Register of Electors (NRoE) and the Register of Future Electors (RoFE) reflect current information from federal, provincial, and territorial administrative and electoral sources. Through its address management and registration activities and services, the program ensures efficient address management and the distribution of mapping products. The program is also responsible for online registration and online vote by mail registration for local electors, as well as planning and printing of the Voter Information Cards (VICs).

Analysis and Quality (COR)

Description: Records include information related to the methodological, statistical and analytical services provided to assist the National Register of Electors, Electoral Geography and other Elections Canada units in the administration of their programs and projects, such as the comparison of administrative and electoral data from other jurisdictions with the National Register of Electors database to identify updates. They also include information on the quality of information contained on the lists of electors; operational data quality indicators for geospatial databases to help improve database contents and processes; estimations of voter participation by age groups and voting methods; and strategic projects and corporate initiatives.

Document Types: Analytical reports, tables, electronic files, statements of methodology, memoranda and correspondence

Disclosure Summaries: Under development

Record Number: Elections 2040

Related Personal Information Bank: Elections PPU 037, [Voter Registration and Identification \(PIB\)](#)

Electoral Geography (COR)

Description: Records include information about Elections Canada's duty to fulfill the requirements of the *Canada Elections Act* and the *Electoral Boundaries Readjustment Act* with respect to the production of maps and reports representing and describing electoral districts from a national and provincial level down to the smallest electoral unit, the polling division. Geography databases are updated with the latest information available from returning officers, Statistics Canada, Natural Resources Canada, provincial agencies and other external sources.

Document Types: Project plans, memoranda, minutes of meetings and correspondence

Disclosure Summaries: Under development

Format: Maps (paper and digital), National Geographic Database and Electoral Geography Database

Record Number: Elections 2050

Register of Electors (COR)

Description: Records consist of information related to creating, maintaining, updating and improving elector and address records in the National Register of Electors; maintaining the Corporate Address Register; georeferencing addresses (locating the points on a map); and geocoding addresses (assigning addresses to polling divisions). They include information related to the exchange of lists of electors and collaborative projects with provincial, territorial and municipal electoral management bodies. As well information is obtained from federal, provincial and territorial data suppliers such as Canada Revenue Agency, Citizenship and Immigration Canada, motor vehicle registrars and vital statistics registrars.

Records also include outreach initiatives targeting electors and potential electors aimed at improving electoral data and records relating to the online voter registration services. These records involve the production of lists or products sent to members of parliament and registered political parties in accordance with the *Canada Elections Act*.

Document Types: National Register of Electors, information sharing agreements, correspondence, minutes, agenda, memoranda, reports, lists of electors and legal opinions

Disclosure Summaries: Under development

Record Number: Elections 2010

Related Personal Information Bank: Elections PPU 037, [Voter Registration and Identification \(PIB\)](#)

Electoral Integrity and Regulatory Policy (P)

Elections Canada's Electoral Integrity and Regulatory Policy Program strengthens the agency's capacity to deliver on its mandate in a manner that is consistent with electoral integrity principles including accessibility, reliability, fairness, security, transparency, and independence. This includes providing integrity risk assessments and integrity assurance advice and developing policy instruments to support electoral operations and political registration and financing.

Electoral Integrity (COR)

Description: Records include information relating to Elections Canada's forwarding procedures for potential violations to the *Canada Elections Act* to the *Commissioner of Canada Elections* and *Canadian Radio-television and Telecommunications Commission*. Additional records include documentation relating to quality control assessments and recommended measures for improvement; social media monitoring implementation; as well as the implementation of the mandatory audit outlined in the *Canada Elections Act*. There is also information relating to corporate risk assessment based on environmental research.

Document Types: Project plans, process maps, memoranda, briefing notes, reports, presentations, training material, academic and current event research database and corporate risk assessment database

Disclosure Summaries: Under development

Record Number: Elections 3010

Field Management (P)

The Field Management program ensures that Elections Canada headquarters and field staff are prepared to deliver an electoral event in all of Canada's federal electoral districts. This includes the planning in each of the electoral cycles and the deployment of resources, assets, and infrastructure that enable

Returning Officers to serve electors and political entities. It is also responsible for the development and delivery of field personnel training and for monitoring field operations during an event.

Field Personnel Readiness (COR)

Description: Records include information related to the recruitment of returning officers and their performance evaluations; the recruitment of election workers; the coordination of communications and support networks that assist returning officers during and between elections; the development and implementation of training strategies and tools for returning officers and other election workers; and the coordination of the acquisition, stocking and deployment of goods and services in support of operational programs.

Document Types: Correspondence, memoranda, minutes of meetings, procedures, agendas, financial returns, logs, training manuals, business cases, project cards, budgets, newsletters, reports, contract data sheets, printing and purchasing specifications and orders, requisitions, briefing notes, travel authorization forms and claims, training forms, hospitality approvals and claims and evaluation forms.

Disclosure Summaries: Under development

Record Number: Elections 2060

Related Personal Information Bank: Elections PPU 045, [Returning Offices and Electoral Workers \(PIB\)](#)

Office of the Commissioner of Canada Elections (P)

The Office of the Commissioner of Canada Elections program supports the integrity of Canada's electoral process by ensuring compliance with, and enforcement of, the *Canada Elections Act* and the *Referendum Act*. The Commissioner of Canada Elections receives complaints from the public and referrals from Elections Canada that form the basis of its compliance and enforcement work. Compliance and enforcement actions undertaken by the Commissioner are the result of reviews and investigations stemming from these complaints and referrals.

Commissioner of Canada Elections (COR)

Description: Includes records related to complaints and referrals about alleged violations of the *Canada Elections Act*; the assessment of complaints and referrals; the preparation, conduct and findings of investigations authorized by the Commissioner; compliance agreements and caution letters; any referral by the Commissioner to the Public Prosecution Service of Canada; and the training of persons who conduct investigations for the Commissioner of Canada Elections.

Document Types: Complaints, referrals from within Elections Canada, legal advice and opinions, correspondence, compliance agreements, caution letters, plans, investigation reports, training programs, training documents

Disclosure Summaries: Under development

Record Number: Elections 8010

Related Personal Information Bank: Elections PPU 015, [Commissioner of Canada Elections \(PIB\)](#)

Political Entities Regulatory Compliance (P)

Elections Canada's Political Entities Regulatory Compliance program administers the political financing provisions of the *Canada Elections Act* and monitors compliance of political entities with disclosure and reporting requirements, including by auditing their financial returns and issuing subsidies and election expense reimbursements in accordance with the legislation. The program ensures that political entities have the tools and training required to comply with the Act. It is also responsible for regulatory instruments in the form of opinions, guidelines, and interpretation notes on the correct application of the *Canada Elections Act* (not limited to political financing provisions) and the maintenance of an online registry. The program is responsible for registering political entities and maintaining a registry of political entities. It also ensures that Parliament, the Commissioner of Canada Elections, Canadians and other stakeholders have timely access to financial information and data that they require on political finance and emerging trends and issues.

Compliance Assistance Unit – Administration of Political Financing (COR)

Description: Records include information related to the preparation and review of referrals that do not fall within the criteria of the *Administrative Compliance Policy*. They also include information on the monitoring of unpaid claims and loans, as well as on the contribution rules for all political entities.

Document Types: Correspondence, memoranda, policies, procedures, financial returns, and logs

Disclosure Summaries: Under development

Record Number: Elections 3030

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Compliance Assistance Unit – Compliance (COR)

Description: Records include information related to post-audit activities and the application of the *Administrative Compliance Policy*, which focuses on compliance through education.

Document Types: Correspondence, memoranda, policies, procedures, financial returns, and logs

Disclosure Summaries: Under development

Record Number: Elections 3040

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Opinions, Guidelines, and Interpretations (COR)

Description: Records include written guidelines and interpretation notes issued by Elections Canada pursuant to section 16.1 of the *Canada Elections Act* to registered parties, registered associations, nomination contestants, candidates, or leadership contestants. Elections Canada issues guidelines and interpretation notes at its discretion or on application by the chief agent of a registered party. Records also include written opinions which Elections Canada is required to issue pursuant to section 16.2 of the *Canada Elections Act* to an activity or practice that a registered party, registered association, nomination contestant, candidate or leadership contestant proposes to engage in. Elections Canada issues these opinions on application by the chief agent of a registered party.

Document Types: Drafts, consultations, comments and responses on drafts, research, correspondence, meeting summaries and final versions for the registry

Disclosure Summaries: Under development

Record Number: Elections 3020

Political Financing and Audit – Administration of Political Financing (COR)

Description: Records include information related to election expenses reimbursements, audit subsidies and nomination deposit refunds to eligible candidates. They also include information regarding election expenses reimbursements to eligible registered political parties as well as audit subsidies to eligible registered electoral district associations.

Document Types: Correspondence, memoranda, procedures, policies, financial returns, and logs

Disclosure Summaries: Under development

Record Number: Elections 3050

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Political Financing and Audit – Compliance (COR)

Description: Records include information related to the auditing of financial returns to verify compliance with the statutory provisions and the assistance of political entities with compliance.

Document Types: Correspondence, audits, memoranda, procedures, policies, financial returns, and logs

Disclosure Summaries: Under development

Record Number: Elections 3060

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Registry of Political Entities– Administration of Political Financing (COR)

Description: Records consist of information related to the legislative provisions regarding political entities registration, such as the processing of new registration applications and communication of decisions to applicants, the processing of registry information updates for existing registered political entities, and the issuance of acknowledgements to applicants upon receipt of applications. Records also include information related to the processing of notices of continuation from registered associations that wish to continue for new electoral districts when electoral boundaries are revised, the preparation of statutory notices of deregistration of political entities for publication in the *Canada Gazette* and the publication of registration data on the Elections Canada website.

Document Types: Political entities registration and update forms, backgrounders, memoranda, correspondence, reports, and office procedures

Disclosure Summaries: Under development

Record Number: Elections 3070

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Registry of Political Entities – Compliance (COR)

Description: Records include information related to activities for ensuring compliance with the provisions of the *Canada Elections Act* in terms of political entities registration.

Document Types: Political entities registration and update forms, manuals, correspondence, reports and office procedures

Disclosure Summaries: Under development

Record Number: Elections 3080

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Regulatory Instruments and Systems – Administration of Political Financing (COR)

Description: Records include information related to the maintenance of various political financing systems used to administer the political financing reporting requirements of the *Canada Elections Act*. They also include information regarding the records management function within the sector.

Document Types: Correspondence, memoranda, procedures and financial returns

Disclosure Summaries: Under development

Record Number: Elections 3090

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Regulatory Instruments and Systems – Compliance (COR)

Description: Records include information related to the political entities training program intended for registered electoral district associations, candidates, other stakeholders and, on request, any political party that can assemble a minimum number of participants. The program aims to help these groups better understand the regulatory framework and recognize their responsibilities and obligations under the *Canada Elections Act*. Records also include information related to database-wide horizontal audit and data mining reporting procedures, including the verification that annual and event-based contributions are within the limits and the confirmation of political entity agent and auditor eligibility.

Document Types: Correspondence, memoranda, procedures, financial returns, and training materials

Disclosure Summaries: Under development

Record Number: Elections 3100

Related Personal Information Banks:

Elections PPU 010, [Political Financing \(PIB\)](#)

Elections PPU 036, [Registration of Political Entities \(PIB\)](#)

Public Education and Information (P)

The Public Education and Information program provides information to Canadians about federal elections, addresses barriers to voting, and strengthens and supports civic education programs across Canada. The program develops content on where, when, and ways to vote in federal elections, develops educational content on the electoral process, and partners with various organizations, teachers, and education professionals to ensure that the informational and educational content reaches target audiences in optimal ways.

Advisory Committee of Political Parties (COR)

Description: The Advisory Committee of Political Parties (ACPP) is a forum for information, consultation and advice on federal electoral matters between registered political parties and the Office of the Chief Electoral Officer of Canada (CEO). The Steering Committee on Written Opinions, Guidelines and Interpretation Notes (OGIs) was established as a standing subcommittee of the ACPP to support the CEO in issuing OGIs. Records include meeting summaries, which include advice and recommendations relating to elections and political financing.

Document Types: Terms of reference, meeting summaries, forward agenda and correspondence

Disclosure Summaries: Under development

Record Number: Elections 4020

Policy and Research (COR)

Description: Records consist of information related to the coordination of the agency's policy function, including parliamentary affairs and the Chief Electoral Officer's appearances before committees of Parliament; research and policy analysis for the preparation of the Chief Electoral Officer's reports, including his recommendations in support of initiatives to review electoral legislation; the provision of technical support to parliamentary committees and answers to parliamentarians' questions on electoral matters; the coordination of corporate research, including the Corporate Research Committee; the planning and conduct of research on policy and electoral issues; the planning and conduct of post-electoral event surveys with various stakeholders, including electors, candidates and election officers; partnerships led by Elections Canada with the academic and research communities; and the dissemination of research findings through workshops, seminars and Elections Canada's website.

Document Types: Correspondence, reports, policy analysis, statistics, quantitative and qualitative data, questionnaires, surveys, speeches and statements, communication plans, publications, work plans, Qs &As, issue sheets, agreements, contracts, statements of work, proposals, evaluation criteria, minutes of meetings, mailing and distribution lists and contact information.

Disclosure Summaries: Under development

Record Number: Elections 4030

Related Personal Information Bank: Elections PPU 030, [International Services \(PIB\)](#)

Social Media Monitoring (COR)

Description: Records include information related to Elections Canada's monitoring of publicly available digital, web and social media environments as it relates to Election Canada's mandate, by identifying terms or keywords of interest and using various social media monitoring tools, in various languages, in order to produce ad hoc and regular reports of incidents (or disruptions) that could affect the delivery of elections and Elections Canada operations; elections service delivery problems;

inaccurate information on the electoral process that could impact people from exercising their right to register, vote or be a candidate; inaccurate information about Elections Canada's mandate, structure, operations and protocols that could erode trust in the Agency, electoral integrity or election results; social media accounts and websites that impersonate Elections Canada, which could lead to confusion.

Document Types: Correspondence, lists, social media messages and posts, reports, procedures, and training material

Disclosure Summaries: Under development

Record Number: Elections 4010

Related Personal Information Bank: Elections PPU 035, [Social Media Monitoring \(PIB\)](#)

Targeted Groups (COR)

Description: Records consist of information related to the planning and implementation of outreach strategies and the communication of information to Canadian citizens about their voting rights and how to exercise them. These records include promotional material related to public relations and educational activities in various formats (information kits, print, electronic and video). They aim at the implementation of outreach initiatives to targeted groups, including Aboriginal people, ethnocultural communities, youth, seniors, homeless electors and persons with disabilities. They also include information related to the meetings and activities of the Advisory Committee of Political Parties, chaired by the Chief Electoral Officer and the Advisory Group on Disability Issues, chaired by the Senior Director of Integrated Services, Policy and Public Affairs.

Document Types: Correspondence, reports, statistics, quantitative and qualitative data, surveys, memoranda of understanding, letters of agreement, contracts, statements of work, proposals, evaluation criteria, minutes of meetings and mailing and distribution lists.

Disclosure Summaries: Under development

Record Number: Elections 4040

Voting Services (P)

Elections Canada's Voting Services program provides a framework for delivering accessible, convenient, and efficient voting services that enable Canadians to participate in federal electoral events. The program also implements alternative voting services providing Canadians with voting options that meet their needs. Lastly, the program serves candidates and political entities by making information and resources available to support their participation in the electoral process.

Alternative Voting Methods (COR)

Description: Records include information related to the administration of Part 11 of the *Canada Elections Act* with regard to electors voting under the Special Voting Rules. Part 11 provides access to

the electoral process for those electors who cannot or do not wish to vote at advance polls or on election day. These include electors in their electoral districts, electors temporarily away from their electoral districts, Canadian citizens residing abroad, Canadian Forces electors (including personnel) and incarcerated electors. As well, there is information related to research and testing of some alternative voting methods.

Document Types: Procedures, training programs, reports, statements of work, requests for proposals, evaluation criteria, memoranda, legal opinions, project plans, correspondence, briefing notes, surveys and lists of electors.

Disclosure Summaries: Under development

Record Number: Elections 2030

Related Personal Information Bank: Elections PPU 040, [Special Voting Rules \(PIB\)](#)

Field Programs and Services (COR)

Description: Records include information related to the preparation and delivery of services to candidates and electors from local Elections Canada offices during an election, such as service standards, procedures, and documentation; systems' business requirements for the selection of polling sites; local outreach program initiatives for seniors, youth, Aboriginal people, ethnocultural communities and homeless electors; and local Elections Canada office set-up. They also include information on service standards, procedures, and the informatics systems' business requirements for the voting process at advance, ordinary and mobile polls as well as on vote counting, results reporting, field voter registration and services to candidates.

Document Types: Leases, accessibility feedback forms, accessibility checklists and standards, lists of electors, nomination papers, instructions and guidelines to candidates, administrative instructions and guidelines for field staff, training manuals, official results, statutory notices, legal advice, correspondence, studies and reports on the voting and nomination processes and budgets.

Disclosure Summaries: Under development

Record Number: Elections 2070

Related Personal Information Banks:

Elections PPU 005, [Candidates and Members Elected \(PIB\)](#)

Elections PPU 045, [Returning Offices and Electoral Workers \(PIB\)](#)

Elections PPU 037, [Voter Registration and Identification \(PIB\)](#)

Internal Services

Internal services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: [Acquisitions](#); [Communications Services](#); [Financial Management](#); [Human Resources Management](#); [Information Management](#); [Information Technology](#); [Legal Services](#); [Management and Oversight Services](#); [Material](#); [Real Property](#); [Travel and Other Administrative Services](#). Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

Acquisition (A)

Acquisition Services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and Contracting \(COR\)](#)
 - [Professional Services Contracts \(PIB\)](#)

Communications Services (A)

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications \(COR\)](#)
 - [Internal Communications \(PIB\)](#)
 - [Public Communications \(PIB\)](#)

Financial Management (A)

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice and financial systems.

- [Financial Management \(COR\)](#)
 - [Accounts Payable \(PIB\)](#)
 - [Accounts Receivable \(PIB\)](#)
 - [Acquisition Cards \(PIB\)](#)

Human Resources Management (A)

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations and policies, and/or plans.

- Awards (Pride and Recognition) (COR)
 - Recognition Program (PIB)
- Classification of Positions (COR)
 - Staffing (PIB)
- Compensation and Benefits (COR)
 - Attendance and Leave (PIB)
 - Pay and Benefits (PIB)
- Employment Equity and Diversity (COR)
 - Employment Equity and Diversity (PIB)
- Hospitality (COR)
 - Hospitality (PIB)
- Human Resources Planning (COR)
 - Human Resources Planning (PIB)
- Labour Relations (COR)
 - *Canadian Human Rights Act* – Complaints (PIB)
 - Discipline (PIB)
 - Grievances (PIB)
 - Harassment (PIB)
 - Disclosure of Wrongdoing in the Workplace (PIB)
 - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct (PIB)
- Occupational Health and Safety (COR)
 - Employee Assistance (PIB)
 - Harassment (PIB)
 - Occupational Health and Safety (PIB)
 - Vehicle, Ship, Boat and Aircraft Accidents (PIB)
- Official Languages (COR)
 - Official Languages (PIB)
- Performance Management Reviews (COR)
 - Discipline (PIB)
 - Performance Management Reviews (PIB)

- **Recruitment and Staffing (COR)**
 - Applications for Employment (PIB)
 - Employee Personnel Record (PIB)
 - EX Talent Management (PIB)
 - Personnel Security Screening (PIB)
 - Staffing (PIB)
 - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct (PIB)
- **Relocation (COR)**
 - Relocation (PIB)
- **Training and Development (COR)**
 - Training and Development (PIB)

Information Management Services (A)

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- **Access to Information and Privacy (COR)**
 - *Access to Information Act and Privacy Act Requests (PIB)*
- **Information Management (COR)**
 - Library Services (PIB)

Information Technology Services (A)

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity and to enhance services to the public.

- **Information Technology (COR)**
 - Electronic Network Monitoring (PIB)

Legal Services (A)

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- **Legal Services (COR)**
 - Legal Matters (PIB)

Management and Oversight Services (A)

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- [Cooperation and Liaison \(COR\)](#)
 - [Lobbying Act Requirements \(PIB\)](#)
 - [Outreach Activities \(PIB\)](#)
- [Executive Services \(COR\)](#)
 - [Executive Correspondence \(PIB\)](#)
- [Internal Audit and Evaluation \(COR\)](#)
 - [Internal Audit \(PIB\)](#)
- [Planning and Reporting \(COR\)](#)

Matériel Services (A)

Matériel services involve activities undertaken to ensure that matériel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Matériel Management \(COR\)](#)
 - [Vehicle, Ship, Boat, and Aircraft Accidents \(PIB\)](#)

Real Property Services (A)

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management \(COR\)](#)

Travel and Other Administrative Services (A)

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Administrative Services \(COR\)](#)
 - [Parking \(PIB\)](#)
- [Boards, Committees and Council \(COR\)](#)
 - [Governor in Council Appointments \(PIB\)](#)
 - [Members of Boards, Committees and Councils \(PIB\)](#)

- Business Continuity Planning (COR)
 - Business Continuity Planning (PIB)
- Disclosure to Investigative Bodies (COR)
 - Disclosure to Investigative Bodies (PIB)
- Proactive Disclosure (COR)
 - Hospitality (PIB)
 - Travel (PIB)
- Security (COR)
 - Identification Cards and Access Badges (PIB)
 - Disclosure of Wrongdoing in the Workplace (PIB)
 - Personnel Security Screening (PIB)
 - Security Incidents and Privacy Breaches (PIB)
 - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes (PIB)
- Travel (COR)
 - Travel (PIB)

Institution-Specific Personal Information Banks

Candidates and Members Elected (PIB)

Description: This bank describes information recorded in the nomination papers of candidates in federal elections or by-elections. The personal information may include name, contact information, occupation, date of birth, gender and signature. This bank also includes the name of each candidate declared elected to the House of Commons as recorded in the book of the return of the writ.

Note: Prior to the year 2015, this bank was titled Operations – Elections PPU 005.

Class of Individuals: Candidates participating or elected in a federal election or by-election, their official agents and auditors, and electors and witnesses signing the nomination papers.

Purpose: This information is collected to determine the eligibility of candidates to seek election and be declared elected to the House of Commons in accordance with section 66 and Part 15 of the *Canada Elections Act*.

Consistent Uses: Nomination papers are public documents only during the election and can be inspected at the local returning office during that period, in accordance with the *Canada Elections Act*. The personal information of candidates, official agents and auditors is shared within Elections Canada for the purpose of administering federal election voting procedures and the political financing provisions of the Act. Please refer to personal information bank Political Financing – Elections PPU 010. The contact information of candidates may be disclosed to public opinion research firms commissioned to conduct research on the administration of the electoral process. The contact information of elected candidates is shared with the House of Commons and the Conflict of Interest and Ethics Commissioner to facilitate the orientation of new Members of Parliament. Some of this information may be shared with the Commissioner of Canada Elections for purposes of the Commissioner's duty to ensure that the *Canada Elections Act* and the *Referendum Act* are complied with and enforced. In that regard, please refer to personal information bank [Commissioner of Canada Elections – Elections PPU 015](#).

Retention and Disposal Standards: All election and referendum documents are retained by the Chief Electoral Officer for a period of at least one year following the event, as required by the legislation. After that year, nomination papers and statutory notices issued by the returning officers are kept for two events, while writs are kept for 10 years and then transferred to the Historical Records Section of Library and Archives Canada for selective retention.

RDA Number: 2016/004

Related Record Number: Elections 2070, [Field Programs and Services \(COR\)](#)

TBS Registration: 003353

Bank Number: Elections PPU 005

Commissioner of Canada Elections (PIB)

Description: The information in this bank includes correspondence on complaints or referrals alleging violations of the *Canada Elections Act* or the *Referendum Act*.

Class of Individuals: Complainants and the subject of their complaints, investigators who are investigating the complaints on behalf of the Commissioner, representatives of the Public Prosecution Service of Canada, and persons contacted during an investigation.

Purpose: The information is collected to investigate potential violations of the *Canada Elections Act*, the *Referendum Act* and other related laws. It is compiled for investigations, compliance agreements, caution letters and recommendations for prosecution.

Consistent Uses: The information is used for investigative purposes by the Commissioner of Canada Elections, by law enforcement agencies when requested by the Commissioner, and by the courts in enforcement proceedings. Some of this information may be shared with the RCMP for criminal investigations related to electoral matters or for the RCMP to assist the Commissioner's Office investigators. In that regard, please refer to the RCMP personal information bank [Operational Case Records – RCMP PPU 005](#). In addition, some personal information may be shared with the Chief Electoral Officer to further an investigation or enquiry. In that regard, please refer to the following Elections Canada personal information banks: [Candidates and Members Elected – Elections PPU 005](#), [Voter Registration and Identification – Elections PPU 037](#), [Political Financing – Elections PPU 010](#), [Registration of Political Entities – Elections PPU 036](#), [Legal Matters – Elections PPU 025](#) and [Special Voting Rules – Elections PPU 040](#).

Retention and Disposal Standards: Under development

RDA Number: Under development

Related Record Number: Elections 8010, [Commissioner of Canada Elections \(COR\)](#)

TBS Registration: 20180153

Bank Number: Elections PPU 015

Federal Electoral Boundaries Commissions (PIB)

Description: This bank describes personal information used in relation to the amount of compensation and reimbursements given to each member and employee of federal electoral boundaries commissions and to the amount of reimbursements given to each chairperson of the said commissions. It also describes the information on any other individual to whom a payment is issued. Personal information can include names, contact information, biographical information, financial information, the nature of the expenses for processing, bank account numbers, transit numbers, social insurance numbers (SIN), Goods and Services Tax (GST) numbers, Harmonized Sales Tax (HST) numbers and signatures.

Class of Individuals: Chairpersons, members and employees of federal electoral boundaries commissions, contractors or representatives of a company, corporation or association who have supplied goods or services to the commissions and to whom a payment must be issued in accordance with the *Electoral Boundaries Readjustment Act*.

Purpose: Personal information is collected in order to enable the Chief Electoral Officer to determine the amounts required to pay salaries and other expenses incurred under the *Electoral Boundaries Readjustment Act*.

Retention and Disposal Standards: Under development

RDA Number: 2016/004

Related Record Number: Elections 2020, [Electoral Boundaries Readjustment \(COR\)](#)

TBS Registration: 20120420

Bank Number: Elections PPU 050

International Services (PIB)

Description: The records in this bank include information about experts on electoral matters such as languages spoken, education (studies and diplomas), knowledge areas, expertise in the various aspects of the electoral process, countries visited and health.

Class of Individuals: This information relates to applicants for, or individuals interested in, international electoral missions. It also relates to federal returning officers, provincial and territorial officials, or a combination thereof, and people with diplomatic, political, academic or other backgrounds and experience.

Purpose: This information is collected to respond to requests from countries wishing to obtain support in applying democratic processes.

Consistent Uses: None

Retention and Disposal Standards: This is not an active information bank, and it has not been updated since January 22, 2002. Once the 15-year retention period has been reached, the information in this bank will be destroyed.

RDA Number: 2016/004

Related Record Number: Elections 4030, [Policy and Research \(COR\)](#)

TBS Registration: 003198

Bank Number: Elections PPU 030

Legal Matters (PIB)

Description: The information in this bank is related to legal advisory and civil and criminal litigation services provided to Elections Canada. The information is used to provide legal advice and opinions; draft various types of agreements; provide civil and criminal litigation support; assist with major program and policy development initiatives; and advise the agency head, senior executives, managers, and analysts. The bank contains information relevant to the legal advice and representation provided and the personal information contained therein may include names, signatures, contact information, date of birth, place of birth, place of death or physical attributes such as gender; employment equity information, employee identification numbers, or employee personnel information; opinions of, or about, an individual; and biographical, educational, medical, credit and financial information.

Class of Individuals: Canadians, persons present in Canada, and persons who have been involved in civil litigation involving Elections Canada.

Purpose: The material in this bank is retained to enable Legal Services to carry out its duties as legal advisor as required by the Chief Electoral Officer in accordance with the *Canada Elections Act*.

Consistent Uses: Information may be shared with outside counsel hired to represent Elections Canada.

Retention and Disposal Standards: Under development.

RDA Number: 2016/004

Related Record Number: PRN 902, [Legal Services \(COR\)](#)

TBS Registration: 003197

Bank Number: Elections PPU 025

Political Financing (PIB)

Description: This personal information bank describes information that is related to the administration of the political financing provisions of the *Canada Elections Act* and the *Referendum Act*. The personal information may include names, addresses, contact information, signatures and financial information associated with the financial returns of federal election candidates, nomination contestants, leadership contestants, and registered political entities (political parties, party leadership contests, electoral district associations, third party election advertisers and referendum committees). In addition to banking information, financial information may also include, paid and unpaid campaign expenses, personal expense claims, and reimbursements to candidates and their auditors; the monetary value of contributions to political campaigns and registered political entities, along with the names and addresses

of their contributors; and the nature and value of non-political gifts and other advantages given to candidates, along with the names and addresses of their donors.

Class of Individuals: Federal election candidates, nomination contestants and their official agents, financial agents and auditors; officials of registered political entities, including leaders, chief executive officers, officers, leadership contestants, leadership campaign agents, electoral district agents, registered agents, chief agents, financial agents, auditors and applicants; contributors, donors, lenders, and third party suppliers of goods and services to political entities and campaigns.

Purpose: The personal information in this bank is collected to reimburse election expenses of candidates, authorize payment of unpaid expense claims and to audit compliance with reporting and disclosure requirements under Parts 17 and 18 and section 541 of the *Canada Elections Act* and section 19 of the *Referendum Act*.

Consistent Uses: The information may be shared with the Canada Revenue Agency in relation to the *Income Tax Act* requirements governing monetary contributions made to a registered party, a registered association or a candidate (refer to Canada Revenue Agency personal information banks [Individual Returns and Payment Processing – CRA PPU 005](#) and [Corporation Returns and Payment Processing – CRA PPU 047](#)). The information may also be shared with the Commissioner of Canada Elections to ensure that the *Canada Elections Act* and the *Referendum Act* are complied with and enforced. To that end, please refer to personal information bank [Commissioner of Canada Elections – Elections PPU 015](#).

Retention and Disposal Standards: Under development.

RDA Number: 2016/004

Related Record Number:

- Elections 3030, [Compliance Assistance Unit – Administration of Political Financing \(COR\)](#)
- Elections 3040, [Compliance Assistance Unit – Compliance \(COR\)](#)
- Elections 3050, [Political Financing and Audit – Administration of Political Financing \(COR\)](#)
- Elections 3060, [Political Financing and Audit – Compliance \(COR\)](#)
- Elections 3070, [Registry of Political Entities – Administration of Political Financing \(COR\)](#)
- Elections 3080, [Registry of Political Entities – Compliance \(COR\)](#)
- Elections 3090, [Regulatory Instruments and Systems – Administration of Political Financing \(COR\)](#)
- Elections 3100, [Regulatory Instruments and Systems – Compliance \(COR\)](#)

TBS Registration: 003352

Bank Number: Elections PPU 010

Registration of Political Entities (PIB)

Description: This bank describes information that is related to officials of political entities (political parties, party leadership contests, third parties, electoral district associations and referendum committees). Personal information may include names, addresses, telephone numbers, professional

designations, and signatures of officials of political entities and applicants. Information about officials may be recorded in the Registry of Political Parties, the Registry of Leadership Contestants, the Registry of Third Parties, the Registry of Referendum Committees, or the Registry of Electoral District Associations. Personal information may also include the name, address, date of birth and signature of members who sign the application for registration of a political party.

Class of Individuals: Members who sign the application for registration of a political party and officials of registered and proposed political entities, these being leaders, registered agents, leadership contestants, leadership campaign agents, chief executive officers, chief agents, financial agents, auditors, officers, electoral district agents and third-party applicants.

Purpose: The personal information in this bank is collected to comply with the registration requirements of Parts 17 and 18 of the *Canada Elections Act* and section 13 of the *Referendum Act*.

Consistent Uses: The personal information may be shared with the Commissioner of Canada Elections to ensure that the *Canada Elections Act* and the *Referendum Act* are complied with and enforced. To that end, please refer to personal information bank [Commissioner of Canada Elections – Elections PPU 015](#).

Retention and Disposal Standards: This information is retained for 10 years and then transferred to the Historical Records Section of Library and Archives Canada for selective retention.

RDA Number: 2016/004

Related Record Number:

- Elections 3030, [Compliance Assistance Unit – Administration of Political Financing \(COR\)](#)
- Elections 3040, [Compliance Assistance Unit – Compliance \(COR\)](#)
- Elections 3050, [Political Financing and Audit – Administration of Political Financing \(COR\)](#)
- Elections 3060, [Political Financing and Audit – Compliance \(COR\)](#)
- Elections 3070, [Registry of Political Entities – Administration of Political Financing \(COR\)](#)
- Elections 3080, [Registry of Political Entities – Compliance \(COR\)](#)
- Elections 3090, [Regulatory Instruments and Systems – Administration of Political Financing \(COR\)](#)
- Elections 3100, [Regulatory Instruments and Systems – Compliance \(COR\)](#)

TBS Registration: 003416

Bank Number: Elections PPU 036

Returning Offices and Electoral Workers (PIB)

Description: The information described in this bank relates to returning officers and other election workers who are retained for the administration of federal elections or referendums. The personal information may include name, contact information, date of birth, signature, social insurance number (SIN), pay information and bank account information for direct deposit.

Class of Individuals: Election and referendum officials

Purpose: The purpose of the documentation described in this bank is for the administration of pay and benefits and to approve disbursement of fees, costs, allowances and expenses and retention of deductions. The provision of the SIN by the individuals is mandatory for this bank and is also collected for income tax purposes and the issuing of T4s.

Consistent Uses: To enable audit and reconciliation of accounts (fees, costs, allowances and expenses), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Family Support Orders and Agreements Garnishment Regulations. The SIN is disclosed to the Canada Revenue Agency (CRA) for income tax purposes. To that end, please refer to the CRA personal information banks [Individual Returns and Payment Processing – CRA PPU 005](#) and [Corporation Returns and Payment Processing – CRA PPU 047](#).

Retention and Disposal Standards: Under development.

RDA Number: 2016/004

Related Record Number:

Elections 2060, [Field Personnel Readiness \(COR\)](#)

Elections 2070, [Field Programs and Services \(COR\)](#)

TBS Registration: 20110291

Bank Number: Elections PPU 045

Social Media Monitoring (PIB)

Description: The monitoring of social media activities helps Elections Canada gain situational awareness in near-real time and allows the agency to react accordingly to situations that may impact its operations; respond to incorrect information circulating on social media; correct or counter the statements in social media and through other communications channels, as appropriate; as well as respond to fake accounts or websites impersonating EC by asking the operators of the digital platforms who handle cases of impersonation of EC.

Though the monitoring of social media activities is not generally intended to result in the capture of personal information to make decisions about the users of social media platforms, there are instances where such activities may take place.

When evidence of an offence of impersonation of Elections Canada under the *Canada Elections Act* is detected, the employees responsible for the monitoring activities will capture the relevant elements of personal information for the purpose of reporting these activities to the Commissioner of Canada Elections.

The elements of personal information so captured may, in addition to the information that refers specifically to the offence, include names, aliases, national or ethnic origin, religion, age, gender,

physical characteristics, marital status, identifying numbers, symbols and other particulars assigned to individuals, street and email addresses, travel goals and patterns, social media account information including identifiers, pictures and other images, information relating to education, medical, criminal, membership or association with groups and organizations, employment, finance, political views and beliefs as well as general views and opinions.

Class of Individuals: Individuals who are active on social media platforms.

Purpose: The personal information collected is used to report evidence of impersonation of Elections Canada under the *Canada Elections Act* to the Commissioner of Canada Elections.

Consistent Uses: The personal information may be used to compile statistics about electoral incidents and attempts to defraud the electoral system; identify areas for improvement to monitor, analyze and report more effectively on incidents, issues and trends from social media data.

Retention and Disposal Standards: Retain information for 2 electoral events (10 years)

RDA Number: 2016/004

Related Record Number: Elections 4010, [Social Media Monitoring \(COR\)](#)

TBS Registration: TBD

Bank Number: Elections PPU 035

Special Voting Rules (PIB)

Description: This bank describes information that is related to Canadian Forces voters, incarcerated voters, Canadian citizens temporarily residing outside Canada for fewer than five years, Canadians temporarily residing outside of their electoral district (either inside or outside Canada) and resident Canadians inside their electoral districts wishing to cast their ballot by mail. The personal information may include name, contact information, citizenship status, date of birth, military record number, gender and signature. It may also include information that the elector provided as evidence of the elector's identity and address of ordinary residence. Acceptable proof of identification is one document showing name, address and signature or a combination of two documents showing the same.

Class of Individuals: Canadian citizens 18 years of age and older

Purpose: This personal information is used to administer the Special Voting Rules program and to determine eligibility for voting under the Special Voting Rules. Personal information is collected pursuant to the *Canada Elections Act*.

Consistent Uses: The personal information, except for military record number and signature, may be used for updating the National Register of Electors. For more information, please refer to personal information bank Voter Registration and Identification – Elections PPU 037. In addition, any personal

information may be shared with the Commissioner of Canada Elections for purposes of the Commissioner's duty to ensure that the *Canada Elections Act* and the *Referendum Act* are complied with and enforced. To that end, please refer to personal information bank [Commissioner of Canada Elections – Elections PPU 015](#).

Retention and Disposal Standards: Under development

RDA Number: 2016/004

Related Record Number: Elections 2030, [Alternative Voting Methods \(COR\)](#)

TBS Registration: 20110292

Bank Number: Elections PPU 040

Voter Registration and Identification (PIB)

Description: This bank describes voter registration and identification information supplied by the elector between and during electoral events for the purpose of receiving and casting a ballot in a federal election or referendum. The personal information may include name, street address, mailing address, date of birth, date of death, unique identifier number, other identification numbers, gender, signature, oaths, objections, authorizations and acceptable proof of identity and/or residency.

Note: Prior to the year 2015, this was titled Voter Registration – Elections PPU 037. The National Register of Electors (“the Register”) is a permanent database of registered electors which includes voter registration and identification information supplied by the elector between and during electoral events, as well as from other sources that the Chief Electoral Officer considers reliable and necessary for updating the data. Sources for these updates include the Canada Revenue Agency, Citizenship and Immigration Canada, and provincial/territorial suppliers including motor vehicle registrars and vital statistics registrars. The Register is also updated using provincial registers of electors where they exist and using lists of electors generated from provincial/territorial electoral jurisdictions. In addition to the Register, information collected, used and retained throughout the Elector Registration Process may be retained in the Special Voting Rules System, Central Information Repository, and Revise, an application used by Returning Offices to update elector and poll information during an event. Personal information used to validate an elector's residence may include the written attestation of another elector whose identity and residency have been validated using acceptable pieces of identification.

Class of Individuals: Canadian citizens 18 years of age and older who are registered as electors, and valid electors who have attested to the residency of another elector; individuals whose information has been removed from the National Register of Electors either due to their being ineligible or deceased, or at their request or that of their authorized representative.

Purpose: Voter registration and identification information is collected so that eligible voters are included on preliminary, revised and official lists of electors and are able to cast a ballot in a federal election or referendum, in accordance with Parts 7, 9 and 10 of the *Canada Elections Act* and section 7

of the *Referendum Act*. Personal information is also collected to update and maintain the National Register of Electors, pursuant to Part 4 of the *Canada Elections Act*.

Consistent Uses: Personal information found in polling day or advance polling day registration and identification documents may be disclosed to a third party for an audit of polling procedures, as required by the *Canada Elections Act*. Personal information found in the Register may be shared with anybody responsible under a provincial or territorial law for establishing electoral lists. Lists of electors including names, addresses and unique identifier numbers may be shared with members of Parliament, political parties and candidates. When the boundaries of electoral districts or polling divisions are revised, an elector's old and new electoral district and polling division numbers may be shared with political parties so their lists can be updated. The contact information of registered electors may be disclosed to public opinion research firms commissioned to conduct research on the administration of registration and voting procedures. Information may also be shared with the Commissioner of Canada Elections to investigate complaints under the *Canada Elections Act*. To that end, please refer to personal information bank [Commissioner of Canada Elections - Elections PPU 015](#).

Retention and Disposal Standards: Preliminary lists of electors (ordinary poll, advance poll, polling day registrants and Special Voting Rules) are retained for one electoral event. Three months after the Writ for the current event is returned to the CEO, the information regarding the previous event may be disposed. The final list of electors is kept for two events at all times. After this period, the final lists of electors are transferred to Library and Archives Canada. Voter registration and identification documents used to update the National Register of Electors are retained for two years. The request of an elector who wishes to be excluded from the Register is retained for ten years. The data provided by federal, provincial, municipal, and territorial suppliers for the purpose of updating the Register is retained and disposed of in accordance with the respective memorandum of understanding or information-sharing agreement.

RDA Number: 2016/004

Related Record Number:

- Elections 2010, [Register of Electors \(COR\)](#)
- Elections 2040, [Analysis and Quality \(COR\)](#)
- Elections 2070, [Field Programs and Services \(COR\)](#)

TBS Registration: 004003

Bank Number: Elections PPU 037

Classes of Personal Information

In conducting its programs and activities, the Office of the Chief Electoral Officer may accumulate personal information that is not contained in a specific personal information bank. This information is stored in a fragmented form throughout the general subject files of the agency, where records are not normally retrieved by the name of the individual or other personal identifier. This information is retrievable only if specifics are provided concerning the subject matter, the related institutional activity, as well as the date on which the information was received by the institution and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same amount of time as the related subject information and disposed of according to the appropriate records schedules.

Correspondence

This class of personal information consists of correspondence addressed to the Chief Electoral Officer or other officials from sources external to the institution, in the form of requests for information, complaints, opinions and other submissions pertaining to the Office of the Chief Electoral Officer's activities. This correspondence may contain unsolicited personal information that has been provided by the correspondent. This information can only be retrieved if specifics of name, date of communication and subject are provided; it is not arranged or retrievable by personal identifiers. The retention period of this class of personal information is controlled by the records schedules of the general subject files in which the information is stored.

Electoral Redistribution

This class of personal information relates to individuals who make representations to electoral boundaries commissions during the federal electoral redistribution exercise following each decennial census. The personal information these individuals provide may include their names, addresses and contact information; names of organizations that they represent (if any); their preferred official language; any accommodation needs they may have; and representations on the proposed redistribution. This information is not used for administrative purposes. Individuals seeking access to their personal information must indicate the electoral district for which they made their representation(s). It should be noted that representations sent or presented to the electoral boundaries commissions – along with names of authors – are considered public information and may be accessible to the general public. They may also be included in transcriptions of public hearings or published on the Internet.

Political Financing Returns

This class of personal information is found in the financial returns of federal election candidates, nomination contestants, leadership contestants, registered political parties, electoral district associations, referendum committees and third-party election advertisers. The personal information that may be provided includes names, addresses or other personal information. The personal information is not used for administrative purposes. Individuals seeking access to their personal information must provide the title of the report in which they are mentioned, the name of the relevant political entity, or any other data that may help to identify and locate the personal information they are seeking.

Public Opinion Research

This class of personal information pertains to public opinion research conducted by the Office of the Chief Electoral Officer on various topics related to the mandate and mission of the institution.

Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires that may contain personal information revealing the identity of the research subject. Data contained in this class of records is not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Manuals

The following list includes the instructions, handbooks and written procedures used by Elections Canada employees for administering those programs and activities that affect the general public. Published manuals are not included.

- Enquiries Manual for Canadian Embassies, Consular Offices and High Commissions
- Guidelines for the Federal Electoral Boundaries Commissions
- Manual for Event Results System (ERS) Users
- Returning Officer Payment System/SITES User Manual
- Returning Officer's Orientation Manual
- Returning Officers – Employment (Web module)
- Satellite Office Automated Workstation User's Guide

Additional Information

For general information about making a request for access to information or personal information, see [Make an access to information or personal information request](#).

To make a request for information online, access the [Access to Information and Personal Information Online Request Service](#).

To make a request for information under the *Access to Information Act* or the *Privacy Act* by mail, mail your letter or completed [Access to Information Request Form \(Access to Information Act\)](#) or [Personal Information Request Form \(Privacy Act\)](#), along with any necessary documents (such as consent or the \$5 application fee for a request under the *Access to Information Act*), to the following address:

Assistant Director
Access to Information and Privacy (ATIP)
Office of the Chief Electoral Officer of Canada
30 Victoria Street
Gatineau, Quebec
K1A 0M6

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available to review original materials on site if that is the applicant's preference (and it is practical to do so), or if it is not practical to create copies of the material.

Please note: Each request made to the Office of the Chief Electoral Officer of Canada, which includes Elections Canada and the Office of the Commissioner of Canada Elections, must be accompanied by an application via credit card. For request made by mail, this should be paid by enclosing a cheque or money order made payable to the Receiver General for Canada.

The Government of Canada encourages the release of information through requests outside of the formal request processes. To make an informal request, contact:

Elections Canada
30 Victoria Street
Gatineau, Quebec
K1A 0M6

Telephone: 613-993-2975

Toll-free in Canada and the United States: 1-800-463-6868

Toll-free in Mexico: 001-800-514-6868

For people who are deaf or hard of hearing TTY, toll-free in Canada and the United States:
1-800-361-8935

Fax: 613-954-8584

Toll-free fax in Canada and the United States: 1-888-524-1444

Contact us form: <https://csep-pesc.elections.ca/en-CA/intake/>

Website: www.elections.ca

Commissioner of Canada Elections
30 Victoria Street
Gatineau, Quebec
K1A 0M6

Telephone: 1-855-759-6740
Teletypewriter (TTY): 1-855-759-6734
Fax: 819-939-1801 or 1-800-663-4908
E-mail: info@cef-cce.ca
Website: www.cef-cce.ca

You may also wish to search summaries of completed access to information requests for which Elections Canada has already provided responses <https://open.canada.ca/en/access-to-information>, as this information may be more easily obtained. You may also wish to review available open data regarding Elections Canada <https://search.open.canada.ca/opendata/>.

The Office of the Chief Electoral Officer conducts privacy impact assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. Summaries of completed PIAs are available <https://www.elections.ca/content.aspx?section=res&dir=rep/pro/atip&document=index&lang=e>.