

Elections Canada: Information about Programs and Information Holdings (Info Source)

Table of Contents

Introduction	3
How to Read <i>Info Source</i>	5
Electoral Engagement (P)	6
Civic Education and Outreach (SP)	6
Electoral Development (SP)	6
Electoral Operations (P).....	8
Electoral Boundaries Readjustment (SP).....	8
Electoral Event Delivery (SP).....	8
Electoral Preparedness (SP).....	10
Regulation of Electoral Activities (P).....	12
Administration of Political Financing (SP).....	12
Compliance and enforcement (SP)	14
Internal Services (P).....	18
Personal Information Banks.....	23
Candidates and Members Elected (PIB)	23
Political Financing (PIB)	24
Commissioner of Canada Elections	25
Legal Matters (PIB)	25
International Services (PIB).....	26

Registration of Political Entities (PIB) 27

Voter Registration and Identification (PIB)..... 28

Special Voting Rules (PIB)..... 29

Returning Offices and Electoral Workers (PIB)..... 30

Federal Electoral Boundaries Commissions (PIB) 30

Classes of Personal Information32

Manuals.....34

Additional Information35

Introduction

Elections Canada: Information about Programs and Information Holdings (Info Source) provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) 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*.

The [introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are 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, commonly known as Elections Canada, is an independent, non-partisan agency that reports directly to Parliament. A description of the agency'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.

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.

How to Read *Info Source*

Info Source is organized according to Elections Canada's Program Alignment Architecture (PAA), which encompasses all of the organization's activities. Defined below are the components of the PAA, as well as the components of *Info Source* that describe Elections Canada's information holdings. The bracketed abbreviations are used consistently throughout *Info Source* to help situate each section within the PAA.

Program (P)

A program is a group of related resource inputs and activities that Elections Canada directs to fulfill specific areas of its mandate. Budgetary resources are allocated at the program level.

Sub-program (SP)

Each program is further divided into sub-programs. At Elections Canada, it is the sub-program level that is accountable for the records found in its classes of records.

Class of Records (COR)

Each class of records gives a description of the records created, collected and maintained by Elections Canada as evidence of and information about 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 Elections Canada 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.

Electoral Engagement (P)

This program promotes and sustains the Canadian electoral process. It provides Canadians with electoral education and information activities so that they can make informed decisions about their engagement in the electoral process. It also aims to improve the electoral framework by consulting and sharing electoral practices with other stakeholders. This program includes two sub-programs: Civic Education and Outreach, and Electoral Development.

Civic Education and Outreach (SP)

Within this sub-program, Elections Canada uses various media and partnerships to inform and educate electors in general, as well as specific groups, about federal electoral events and the federal electoral framework so that, among other things, they are aware of their right to vote, voting rules and voting procedures. This sub-program aims to provide Canadians, particularly those groups most likely to experience difficulties in exercising their democratic right to vote, with knowledge of the electoral process so that they can become engaged in it and in other initiatives relevant to them. This sub-program strives to ensure that Canadians are informed about the electoral process and how they can participate in federal electoral events.

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

Record Number: Elections 4220

Electoral Development (SP)

This sub-program provides Canadians with an evolving electoral process that meets their needs by conducting appropriate research on electoral matters and sharing expertise with other electoral bodies, domestically and abroad, to modernize the electoral process. Within this sub-program, Elections Canada also provides parliamentarians, through various committees and official reports, with technical expertise and recommendations in support of initiatives to review and revise electoral legislation.

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

Record Number: Elections 4230

Related Personal Information Bank: [International Services \(PIB\)](#)

Electoral Operations (P)

This program allows Elections Canada to deliver fair and efficient electoral events whenever they may be required so that Canadians are able to exercise their democratic right to vote during a federal general election, by-election or referendum by providing an accessible and constantly improved electoral process responsive to the needs of electors. This program includes three sub-programs: Electoral Boundaries Readjustment, Electoral Event Delivery and Electoral Preparedness.

Electoral Boundaries Readjustment (SP)

Through this sub-program, Elections Canada provides independent provincial commissions with a variety of professional, financial and administrative services; examples include assisting with mapping, census data and publications, and maintaining a website to support the readjustment of the federal electoral boundaries after each decennial census. This assistance enables the independent commissions to carry out their obligations under the *Electoral Boundaries Readjustment Act*.

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

Format: Maps

Record Number: Elections 2310

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

Electoral Event Delivery (SP)

This sub-program includes initiatives that mobilize field personnel and leverage field office temporary infrastructure to ensure the delivery of high-quality, cost-effective federal elections and referendums as they are required. This sub-program provides Canadians with timely information on the conduct of electoral events, voting opportunities during these events and voting results that accurately reflect the choices they have made.

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

Record Number: Elections 2410

Related Personal Information Bank: [Special Voting Rules \(PIB\)](#)

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

Record Number: Elections 2710

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

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

Record Number: Elections 2810

Related Personal Information Banks:

[Candidates and Members Elected \(PIB\)](#)

[Returning Offices and Electoral Workers \(PIB\)](#)

[Voter Registration and Identification \(PIB\)](#)

Electoral Preparedness (SP)

Through this sub-program, Elections Canada ensures that electoral processes, systems, databases and materials, as well as qualified staff and election officers, are ready to conduct electoral events whenever they are called. This sub-program includes initiatives that improve the conduct of electoral events, such as implementing new legislation or new administrative measures that respond to the evolving needs of Canadians.

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

Record Number: Elections 2210

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

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

Record Number: Elections 2510

Related Personal Information Bank: [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

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

Record Number: Elections 2610

Regulation of Electoral Activities (P)

This program provides Canadians with an electoral process that is fair, transparent and in compliance with the *Canada Elections Act*. Within this program, Elections Canada is responsible for administering the political financing provisions of the Act. This includes compliance monitoring, disclosure and reporting financial activities. This program includes two sub-programs: Administration of Political Financing and Compliance.

Administration of Political Financing (SP)

This sub-program provides eligible candidates with election expenses reimbursements, audit subsidies and nomination deposit refunds. It also provides eligible registered parties with election expenses reimbursements and eligible registered electoral district associations with an audit subsidy. Within this sub-program, Elections Canada must maintain a registry of registered political parties, electoral districts associations, candidates, nomination contestants, leadership contestants and third parties. In addition, to ensure transparency, Elections Canada publishes all financial transactions returns on its website. Within the Regulation of Electoral Activities program, this sub-program uses transfer payment funding for the partial reimbursement of election expenses and personal expenses to eligible candidates, the partial reimbursement of general election expenses to eligible political parties and the payment of subsidies to auditors of candidates and registered associations.

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

Record Number: Elections 3220

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[Registration of Political Entities \(PIB\)](#)

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

Record Number: Elections 3320

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[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

Record Number: Elections 3420

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[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

Record Number: Elections 3520

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[Registration of Political Entities \(PIB\)](#)

Compliance and enforcement (SP)

Through this sub-program, Elections Canada provides Canadians, candidates, political entities and other stakeholders with information and training tools to better understand the regulatory framework and recognize their responsibilities and obligations under the Act. This includes preparing and publishing written opinions as well as guidelines and interpretation notes on the application of the Act. This sub-program also involves reviewing financial returns to verify compliance with the statutory provisions and assisting political entities with compliance. It also monitors compliance with the legislative framework through prevention, detection and analysis of incidents affecting the integrity of the electoral process, while ensuring that independent audits of poll workers' performance are conducted and their results are published. Situations of non-compliance that involve a possible offense are referred to the Commissioner of Canada Elections, who is responsible for investigations and enforcement in relation to electoral legislation.

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

Record Number: 3020

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

Record Number: Elections 3120

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

Record Number: Elections 3620

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[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

Record Number: Elections 3720

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[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

Record Number: Elections 3820

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[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

Record Number: Elections 3920

Related Personal Information Banks:

[Political Financing \(PIB\)](#)

[Registration of Political Entities \(PIB\)](#)

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

Record Number: Elections 4020

Broadcasting Arbitrator (COR)

Description: Records consist of information related to the allocation of paid and free broadcasting time, categorized by electoral event and by year. They also include documents relating to the appointment, mandate, responsibilities and administrative duties of the Broadcasting Arbitrator. The Broadcasting Arbitrator allocates broadcasting time to political parties under the *Canada Elections Act* and to referendum committees under the *Referendum Act*, issues guidelines concerning the procedures for booking broadcasting time during a general election or a referendum, and arbitrates disputes between political parties or referendum committees and broadcasters or networks concerning the application of these acts.

Document Types: Statement of powers and duties, selection and appointment records, tables on the allocation of paid and free time, rules, minutes of meetings, reports, guidelines and correspondence

Record Number: Elections 5210

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

Record Number: Elections 5220

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

Internal Services (P)

Internal services constitute 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 management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services and 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.

The Treasury Board has created standard classes of records and personal information banks for Internal Services. Their full descriptions are available at [Information about programs and information holdings](#).

Acquisition Services (SP)

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 (SP)

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 Services (SP)

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 \(PIB\)](#)
 - [Acquisition Cards \(PIB\)](#)

Human Resources Management Services (SP)

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 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)
 - Employee Performance Management Program (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 (SP)

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)

Information Technology Services (SP)

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 (SP)

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 (SP)

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 (SP)

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 (SP)

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 (SP)

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)

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 2810, [Field Programs and Services \(COR\)](#)

TBS Registration: 003353

Bank Number: Elections PPU 005

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 3220, [Compliance Assistance Unit – Administration of Political Financing \(COR\)](#)
- Elections 3320, [Political Financing and Audit – Administration of Political Financing \(COR\)](#)
- Elections 3420, [Registry of Political Entities – Administration of Political Financing \(COR\)](#)
- Elections 3520, [Regulatory Instruments and Systems – Administration of Political Financing \(COR\)](#)
- Elections 3620, [Compliance Assistance Unit – Compliance \(COR\)](#)
- Elections 3720, [Political Financing and Audit – Compliance \(COR\)](#)
- Elections 3820, [Registry of Political Entities – Compliance \(COR\)](#)
- Elections 3920, [Regulatory Instruments and Systems – Compliance \(COR\)](#)

TBS Registration: 003352

Bank Number: Elections PPU 010

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 5220, [Commissioner of Canada Elections \(COR\)](#)

TBS Registration: 20180153

Bank Number: Elections PPU 015

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: Elections 5230, [Legal Services \(COR\)](#)

TBS Registration: 003197

Bank Number: Elections PPU 025

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 4230, [Policy and Research \(COR\)](#)

TBS Registration: 003198

Bank Number: Elections PPU 030

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 3220, [Compliance Assistance Unit – Administration of Political Financing \(COR\)](#)
- Elections 3320, [Political Financing and Audit – Administration of Political Financing \(COR\)](#)
- Elections 3420, [Registry of Political Entities – Administration of Political Financing \(COR\)](#)
- Elections 3520, [Regulatory Instruments and Systems – Administration of Political Financing \(COR\)](#)
- Elections 3620, [Compliance Assistance Unit – Compliance \(COR\)](#)
- Elections 3720, [Political Financing and Audit – Compliance \(COR\)](#)
- Elections 3820, [Registry of Political Entities – Compliance \(COR\)](#)
- Elections 3920, [Regulatory Instruments and Systems – Compliance \(COR\)](#)

TBS Registration: 003416

Bank Number: Elections PPU 036

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 2210, [Register of Electors \(COR\)](#)
- Elections 2510, [Analysis and Quality \(COR\)](#)
- Elections 2810, [Field Programs and Services \(COR\)](#)

TBS Registration: 004003

Bank Number: Elections PPU 037

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 with the exception of 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 2410, [Alternative Voting Methods \(COR\)](#)

TBS Registration: 20110292

Bank Number: Elections PPU 040

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 2710, [Field Personnel Readiness \(COR\)](#)

Elections 2810, [Field Programs and Services \(COR\)](#)

TBS Registration: 20110291

Bank Number: Elections PPU 045

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 2310, [Electoral Boundaries Readjustment \(COR\)](#)

TBS Registration: 20120420

Bank Number: Elections PPU 050

Classes of Personal Information

In the course of conducting its programs and activities, Elections Canada 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 departmental activity, as well as the date at which the information was received by the department and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period 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 agency, in the form of requests for information, complaints, opinions and other submissions pertaining to Elections Canada'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 periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research

This class of personal information pertains to public opinion research conducted by Elections Canada on various topics related to the mandate and mission of the agency. 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 are 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.

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 name, address 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.

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 name, address 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.

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

Elections Canada has an Access to Information and Privacy (ATIP) Office to process formal requests made under the *Access to Information Act* and the *Privacy Act*. Individuals who provide the file number of a completed access to information request can receive a copy of the response. ATIP processes such requests on an informal basis. For additional information, including how to submit an access to information or privacy request or to consult summaries of completed access to information requests, please refer to the following links:

- [Elections Canada's ATIP Contact Information](#)
- [What Is Access to Information and Privacy?](#)
- [How to Make a Request](#)
- [Summaries of Completed Access to Information Requests](#)
- [Summaries of Privacy Impact Assessments](#)
- [Publications](#)

For additional information on past general elections, please refer to Elections Canada's [datasets](#) found on the Open Government website.

For general enquiries about the programs and activities of the Office of the Chief Electoral Officer, please contact:

Elections Canada
30 Victoria Street
Gatineau, Quebec
K1A 0M6

Telephone: 613-993-2975
Toll-free telephone: 1-800-463-6868
Fax: 613-954-8584
Toll-free fax: 1-888-524-1444
E-mail: info@elections.ca
Website: www.elections.ca

Reading Room

In accordance with the *Access to Information Act* and *Privacy Act*, the applicant may wish to review material in person. The address is:

[30 Victoria Street](#)
[Gatineau, Quebec](#)