

ABC Housing Co-op

Inventory of Personal Information

Source of personal information	Specific type of information collected	Location of the information	Is collection required? Why?	Who has access?	Retention Period
Annual Information Review	Financial Docs Demographic Info	Member File Co-op Manager's Computer	To determine subsidy amount	Co-op Manager	7 years
Member Survey	Names, Ages, Contact Information	Membership Drawer in File Cabinet	Reporting to City of Vancouver Updating contact sheet Determining over housing per Over Housing Policy	Membership Committee Co-op Manager Board as needed	Until next survey
Member Insurance	Insurance coverage, name, address	Member Insurance File	Compliance with Rules and Parking Policy	Parking Committee for Vehicle Insurance Co-op Manager	Destroyed once insurance information is confirmed as current and sufficient