

**Veterans Affairs Canada**

**Info Source: Sources of  
Federal Government and  
Employee Information**

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## **1.0 General Information**

### **1.1 Introduction to *Info Source***

*Info Source: Sources of Federal Government and Employee Information* 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 to *Info Source: Sources of Federal Government and Employee Information* 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.

### **1.2 Background**

Canada has long recognized the hardship, suffering and sacrifice experienced by Veterans, Canadian Armed Forces personnel, civilians and their families during our nation's periods of armed conflict and peacekeeping.

The *Department of Veterans Affairs Act* became law in 1944. The Act forms the basis of the Department's mandate for Veterans Affairs Canada (VAC), enabling Veterans Affairs Canada to offer a wide range of programs and services to support the health and wellness of its clients. VAC has continually evolved to meet the changing needs of modern-day Canadian Armed Forces members and Veterans. As a result, in 2006 the Government of Canada enacted the *Canadian Forces Members and Veterans Re-establishment and Compensation Act*, better known as the New Veterans Charter (NVC). The NVC was designed to give Canadian Armed Forces (CAF) Veterans and their families access to services and programs that would meet their individual needs.

The Veterans Affairs Portfolio consists of Veterans Affairs Canada (or the Department), the Veterans Review and Appeal Board and the Office of the Veterans Ombudsman. Veterans Affairs Canada reports to Parliament through the Minister of Veterans Affairs. The Veterans Ombudsman is an independent officer who reports directly to the Minister of Veterans Affairs. The Veterans Review and Appeal Board reports to Parliament through the Minister of Veterans Affairs. Information on the Veterans Review and Appeal Board is reported in a separate chapter in *Info Source*.

### **1.3 Responsibilities**

The *Department of Veterans Affairs Act* is the Act that establishes the Department of Veterans Affairs and mandates the Minister to direct administration of services and benefits under the authority of various legislative and regulatory enactments. The Act charges the Minister of Veterans Affairs with responsibility for: “the care, treatment or re-establishment in civil life of any person who served in the Canadian Forces or merchant navy or in the naval, army or air forces or merchant navies of Her Majesty, of any person who has otherwise engaged in pursuits relating to war, and of any other person designated . . . , and the care of the dependants or survivors of any person referred to . . .”

Veterans Affairs Canada’s mission is “to provide exemplary, client-centred services and benefits that respond to the needs of Veterans, our other clients and their families, in recognition of their services to Canada; and to keep the memory of their achievements and sacrifices alive for all Canadians.”

Veterans Affairs Canada offers a wide range of programs and services to support the health and wellness of its clients. Veterans Affairs Canada’s clients include: traditional war service Veterans from the First and Second World Wars and the Korean War; Merchant Navy Veterans; people who lived in Canada but enlisted in the armed forces of other countries; former and, in certain cases, current members of the Canadian Armed Forces (CAF), including those who served in special duty areas and in peacekeeping; certain civilians; and survivors and dependants of the foregoing groups.

Veterans Affairs Canada also administers, on behalf of the Royal Canadian Mounted Police, disability pensions and health care benefits to certain still-serving and former members of the Royal Canadian Mounted Police.

As well, since 2006, the New Veterans Charter (NVC) provides support to Canadian Armed Forces Veterans and their families to ease their transition to civilian life through access to a suite of programs which includes rehabilitation, health benefits, career transition services, financial support, and disability awards, including death benefits.

Through the Canada Remembers Program, Veterans Affairs Canada keeps alive the achievements and sacrifices made by those who served Canada in times of war, military conflict and peace and it promotes an understanding of the significance of these efforts in Canadian life as we know it today. The Canada Remembers Program includes: programs that develop and share an array of historical and learning resources; funding remembrance activities throughout Canada, including the construction and restoration of memorials; maintaining cemeteries and grave markers and 14 European memorial sites; providing funeral and burial benefits; and leading and supporting commemorative ceremonies and events, nationally and internationally.

The Bureau of Pensions Advocates provides free legal advice and representation for individuals dissatisfied with decisions rendered by VAC regarding their disability awards and pensions.

The Office of the Veterans Ombudsman works to ensure the fair treatment of Veterans, their representatives and their families, in accordance with the Veterans Bill of Rights.

Veterans Affairs Canada was responsible for the administration of programs related to *The Soldier Settlement Act* and the *Veterans' Land Act*. *The Soldier Settlement Act (1919)*, administered by Veterans Affairs since 1944, was enacted to assist eligible World War I Veterans to become re-established in civilian life as farmers by providing them with land and/or financial assistance in the form of repayable loans for specified purposes such as the purchase of land, livestock or farm equipment. The Veterans' Land Administration (VLA) was established in 1942 under the *Veterans' Land Act*, which was part of a rehabilitation package for returning servicemen to help them settle in Canada as full-time farmers, part-time farmers or commercial fishermen.

## **2.0 Institutional Functions, Programs and Activities**

### **2.1 Institution-Specific Content**

#### **2.1.1 Canada Remembers Program**

Canadian Veterans and those who died in service have made valuable contributions to the development of Canada. Under the authority of Privy Council Order 1965-688, this program ensures that Veterans and those who died in service are honoured and the memory of their sacrifices and achievements are preserved. Canada Remembers activities promote the following outcomes: Canadians are knowledgeable about their efforts; Veterans are publicly recognized for their service; communities and other groups lead remembrance activities; symbols erected to their memory are maintained in perpetuity; and, eligible Veterans receive dignified funerals and burials. Encouraging pride in our shared military history, celebrating the contributions and acknowledging the sacrifices of those who served, and preserving symbols to mark their courage all contribute to the Government of Canada's outcome of a vibrant Canadian culture and heritage.

#### **Ceremonies and Events**

VAC organizes ceremonies and events, both in Canada and overseas, to remind Canadians of the legacy of those who served Canada and to demonstrate Canada's leadership in recognizing their service. VAC works closely with the voluntary sector, quasi-governmental and international organizations, including foreign, regional and local government institutions on commemorative events, including Veterans' Week and significant military milestones that honour those who made the ultimate sacrifice. VAC assists with burial ceremonies when remains of Canadian soldiers of the First or Second World War are discovered in Europe. World War and Korean War medals are also issued to recognize Veterans, as is the Minister of Veterans' Affairs Commendation.

## **Ceremonies and Events Class of Record**

Veterans Affairs Canada (VAC) organizes ceremonies and events, both in Canada and overseas, to remind Canadians of the legacy of those who served Canada and to demonstrate Canada's leadership in recognizing their service. VAC works closely with the private and voluntary sectors as well as quasi-governmental and international organizations, including foreign, regional and local government institutions, on commemorative events, including Veterans' Week and significant military milestones, that honour those who made the ultimate sacrifice. VAC assists with burial ceremonies when remains of Canadian soldiers of the First or Second World War are discovered in Europe. In relation to this sub-program, VAC issues and distributes medals and awards, including replacement honours and awards, to eligible Veterans or family members to recognize war service. Another aspect of this sub-program is the Minister of Veterans Affairs Commendation, which is awarded to Veterans and other individuals who have contributed in an exemplary manner to the care and well-being of Veterans or for remembrance of contributions, sacrifices and achievements of Veterans.

**Description:** Records may include information relating to procedures and policies, program design and analysis, statistics, and program administration. Records may also contain information on bilateral relations between Veterans Affairs Canada and the European countries where Veterans Affairs Canada conducts ceremonies and events; information related to memoranda of understanding with other government departments, Veterans organizations and other organizations; and service contracts.

**Document Types:** Agreements, Background Papers, Briefing Notes, Contracts, Correspondence, Legal Opinions, Legislation, Media Lines, Press Releases, Agendas, Schedules, Communications Plans, Speeches, Memoranda to Cabinet, Memoranda of Understanding, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Reports, Regulations, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 755

### **Associated Personal Information Bank (PIB):**

- Ceremonies and Events - VAC PPU 621

## **Funeral and Burial Program**

This program provides financial assistance towards funeral, burial and grave marking expenses of eligible Veterans to recognize their service to Canada. Under the Veterans' Burial Regulations 2005, assistance is available for deceased service-qualified Veterans whose deaths are a result of their service or whose estates do not have sufficient funds for a dignified funeral, burial and grave marking. The Funeral and Burial Program is administered by the Last Post Fund, an independent, non-profit organization, on behalf of Veterans Affairs Canada.

## **Funeral and Burial Program Class of Record**

**Description:** Records may include information on The Last Post Fund, a non-profit organization, which administers funeral, burial, and grave marking services for Veterans Affairs Canada. Records may include information relating to eligibility criteria; procedures and policies; program design and analysis; statistics; and program administration. Records may also contain information on agreements and liaison with the Last Post Fund.

**Document Types:** Agreements, Briefing Notes, Correspondence, Evaluations, Legal Opinions, Memoranda of Understanding, Policies, Presentations, Procedures, Publications, Regulations Reports, Memoranda to Cabinet and Treasury Board Submissions.

**Record Number:** VAC MVA 745

**Associated Personal Information Banks (PIBs):**

- Ceremonies and Events - VAC PPU 621
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Exceptional Incapacity Allowance – VAC PPU 602
- Memorials and Cemetery Maintenance – VAC PPU 255
- National and International Memorials - Funeral and Burial Program – VAC PPU 260
- War Veterans Allowance – VAC PPU 040

### **Memorials and Cemetery Maintenance**

This activity preserves the memory of deceased Canadians who served their country in war and peace by maintaining in perpetuity symbols of remembrance. This includes responsibility for the 14 World War memorials in Europe, grave markers all over the world and two departmental cemeteries in Canada. War memorials and graves of the more than 110,000 war dead in Europe are cared for through a partnership with the Commonwealth War Graves Commission. An annual grant is also provided for the maintenance of the graves of Canadian war dead buried in Korea. Two unique memorials to those who died in service to Canada, the Canadian Virtual War Memorial and the Books of Remembrance are also maintained through this activity.

### **Memorials and Cemetery Maintenance Class of Record**

**Description:** Records may include information relating to procedures and policies; program design and analysis; statistics; and program administration. Records may also contain information on cemeteries and plots owned by the Department and privately owned cemeteries; maintenance planning; the Books of Remembrance; the Canadian Virtual War Memorial; and historical information.

**Document Types:** Agreements, Background Papers, Briefing Notes, Contracts, Correspondence, Legislation, Media Lines, Legal Opinions, Memoranda of Understanding, Orders in Council, Plans, Policies, Procedures, Presentations, Publications, Reports, Memoranda to Cabinet and Treasury Board Submissions.

**Record Number:** VAC MVA 735

**Associated Personal Information Banks (PIBs):**

- Ceremonies and Events – VAC PPU 621
- Memorials and Cemetery Maintenance – VAC PPU 255
- National and International Memorials - Funeral and Burial Program – VAC PPU 260
- Records of Sea Service for Canadian Merchant Seamen – VAC PPU 120

### **Partnerships and Collaborations**

VAC partners with a variety of government departments, non-profit organizations, educational institutions, provincial and municipal governments and corporate entities that share mutual remembrance responsibilities or goals. These mutually supportive arrangements enable VAC to further extend its reach internationally, nationally and in

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communities across Canada (e.g. The Friends of Vimy in France, National Defence in Canada). VAC provides funding assistance for commemorative projects through the Community Engagement Partnership Fund, the Cenotaph/Monument Restoration Program and the Community War Memorial Program. Additionally VAC is looking to collaborate with the private sector to deliver remembrance initiatives and messaging.

### **Partnerships and Collaborations Class of Record**

**Description:** Information on the Commemorative Partnership Program, formerly known as the Partnership Contribution Program which allows Veterans Affairs Canada to partner with non-profit organizations, registered charitable organizations and associations, museums and historical organizations, the provinces, territories and municipalities, as well as education, research and health institutions in support of projects related to commemoration activities and events, including cenotaph and monument restoration. Records may include information relating to eligibility criteria; procedures and policies; program design and analysis; statistics; and program administration. Records may also contain information on partnership agreements, contracts, historical information, and various community organizations.

**Document Types:** Agreements, Blank Application Forms, Media Lines, Legal Opinions, Briefing Notes, Correspondence, Policies, Presentations, Procedures, Reports, Memoranda to Cabinet and Treasury Board Submissions.

**Record Number:** VAC MVA 810

### **Public Education and Awareness**

Public knowledge is an essential component in honouring and preserving the memory of the achievements and sacrifices of Canadian Veterans and those who died in service. This activity increases knowledge by creating and distributing Canadian military historical and remembrance-related resources, learning resources, as well as promotional products such as posters and pins. Printed materials are distributed free of charge, multimedia and interactive tools are made available on the Canada Remembers website, and social media tools are used to expand our reach. Knowledge and awareness are also fostered by supporting the Historica- Dominion Institute's Encounters with Canada program, providing interpretive guided tours to visitors at European sites and supporting summer-time guided tours which interpret the National War Memorial and the Tomb of the Unknown Soldier to visitors in Ottawa.

### **Public Education and Awareness Class of Record**

**Description:** Records may include procedures; program design and analysis; statistics; and program administration. Records may also contain information on contracts; historical information; archives and research; Veterans' Week materials; Heroes Remember website; and the Canadian Virtual War Memorial website.

**Document Types:** Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Media Lines, Plans, Legal Opinions, Presentations, Procedures, Publications, Reports and Studies.

**Record Number:** VAC MVA 805

**Associated Personal Information Bank (PIB):**

- Public Education and Awareness - VAC PPU 620

## **2.1.2 Disability and Death Compensation**

This program supports eligible Veterans, Canadian Armed Forces Veterans and members, survivors, spouses/common-law partners, dependents and civilians whose lives have been permanently affected as result of service to their country. In recognition of the effects of service-related disabilities or death, compensation is provided in the form of monthly disability pensions, lump-sum disability awards and monthly allowances. The amount of benefit awarded is dependent on the severity of the disability and its impact on daily functioning.

Other compensation provided by Veterans Affairs Canada includes Prisoner of War Compensation and Detention Benefits, Flying Accidents Compensation, Gallantry Awards, Children of Deceased Veterans Education Assistance and Halifax Relief Commission Pension Continuation. Special awards and allowances are also available to provide compensation related to pensioned/awarded conditions.

### **Disability Awards Program**

Under the New Veterans Charter in effect since April 1, 2006, this program recognizes and compensates eligible Canadian Armed Forces members and Veterans, and in some cases surviving spouses/common-law partners and surviving dependent children, for death, detention and the non-economic effects of service-related disability including pain and suffering, functional loss and the effects of permanent impairment on the lives of Canadian Armed Forces members, Veterans and their families. This program also recognizes and compensates those in receipt of a disability award for the distinct effects that disabilities may have on clothing. Compensation is provided in the form of a monetary award and a monthly allowance. Educational Assistance can be provided to eligible dependents of Canadian Armed Forces Veterans or members who died as a result of military service.

### **Disability Awards Program Class of Record**

**Description:** Information relating to the compensation of awards provided under the Disability Awards Program including Educational Assistance. Records may also include information relating to procedures and policies; eligibility criteria; research; program design and analysis; statistics; briefings and consultations with Veterans' organizations, advisory groups and other concerned organizations and groups; service delivery requirements; partnering opportunities and program agreements or program arrangements; planning and project descriptions and evaluations of programs and services; and program administration for the issuance of awards and allowances for disabilities or death incurred by Canada's military forces during the First World War, the Second World War, peacetime service, special duty service, service in a theatre of operations, and reserve or special force service. Records may also contain information on legislation; the modernization of programs and services offered by Veterans Affairs; medical matters of policy and precedent; applications; and procedures and policies including the Table of Disabilities which is the instrument used by Veterans Affairs Canada to assess the extent of disability.

**Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Decision Records, Evaluations, Legal Opinions, Legislation, Memoranda to Cabinet, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

Record Number: VAC MVA 875

**Associated Personal Information Banks (PIBs):**

- Canadian Forces Income Support – VAC PPU 608
- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Earnings Loss – VAC PPU 607
- Educational Assistance – VAC PPU 605
- Electronic Identity Proving System – VAC PPU 086
- Exceptional Incapacity Allowance – VAC PPU 602
- Health Benefits Program - Public Service Health Care Plan (PSHCP) – VAC PPU 520
- Health Care Benefits and Services – VAC PPU 295
- Mental Health – VAC PPU 320
- National and International Memorials - Funeral and Burial Program – VAC PPU 260
- Non-departmental Institutions - Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Other Allowances – VAC PPU 604
- Permanent Impairment Allowance and Supplement – VAC PPU 610
- Rehabilitation Services and Vocational Assistance – VAC PPU 300
- Retirement Income Security Benefit – VAC PPU 701
- Ste. Anne’s Hospital – VAC PPU 280
- Veterans Independence Program - Home Care Benefits and Services – VAC PPU 616
- Veterans Independence Program - Other Services – VAC PPU 617

**Critical Injury Benefit Class of Record**

**Description:** Information relating to the recognition and compensation of eligible Canadian Armed Forces (CAF) members and Veterans who experienced a sudden single incident on or after April 1, 2006, resulting in a severe traumatic service related injury or acute disease causing immediate and severe impairment and interference with quality of life. This compensation recognizes and compensates for the time between the initial injury or incident and when the CAF member is medically stabilized. Compensation is provided in the form of a lump sum payment. Records may also include information relating to procedures and policies; eligibility criteria; research; program design and analysis; statistics; briefings and consultations with Veterans' organizations, advisory groups and other concerned organizations and groups; service delivery requirements; partnering opportunities and program agreements or program arrangements; planning and project descriptions and evaluations of programs and services; and program administration for the issuance of the grant. Records may also contain information on legislation; the modernization of programs and services offered by Veterans Affairs; as well as medical matters of policy and precedent.

**Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Decision Records, Evaluations, Waivers, Medical Opinions, Legal Opinions, Legislation, Memoranda to Cabinet, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 890

**Associated Personal Information Banks (PIBs):**

- Bureau of Pensions Advocates - VAC PPU 365
- Disability Awards - VAC PPU 603
- Disability Pensions - VAC PPU 601
- Earnings Loss - VAC PPU 607
- Electronic Identity Proving System - VAC PPU 086
- Exceptional Incapacity Allowance - VAC PPU 602
- Non-departmental Institutions – Long Term Care - VAC PPU 619
- Non-departmental Institutions – Veterans Independence Program - VAC PPU 618
- Other Allowances - VAC PPU 604
- Permanent Impairment Allowance and Supplement - VAC PPU 610
- Rehabilitation Services and Vocational Assistance - VAC PPU 300
- Ste. Anne’s Hospital – VAC PPU 280
- Treatment Allowance - VAC PPU 340
- Veterans Independence Program – Home Care Benefits and Services - VAC PPU 616
- Veterans Independence Program – Other Services - VAC PPU 617
- War Veterans Allowance - VAC PPU 040

**Disability Pension Program**

This program recognizes and compensates eligible Veterans as well as Canadian Armed Forces members and Veterans who applied for a disability pension prior to April 1, 2006, survivors, dependants and civilians for the effects of a service-related disability and/or death. Compensation is provided in the form of a monthly disability pension. Disability pensioners who are hospitalized or receiving outpatient care for their pensioned condition are eligible to receive an additional allowance for that period. This program also recognizes and compensates those in receipt of a disability pension for the distinct effects that disabilities may have on clothing, on an individual’s ability to perform personal care, and exceptional health needs. This is provided through a monthly allowance.

**Disability Pension Program Class of Record**

**Description:** Information relating to benefits and compensation provided under the Disability Pension Program, and special allowances including the Exceptional Incapacity Allowance, the Treatment Allowance and Other Allowances. Records may also include information relating to procedures and policies; eligibility criteria; research; program design and analysis; statistics; briefings and consultations with Veterans’ organizations, advisory groups and other concerned organizations and groups; service delivery requirements; partnering opportunities and program agreements or program arrangements; planning and project descriptions and evaluations of programs and services; and program administration for the issuance of pensions, allowances and other compensation for disabilities or death incurred by Canada’s military forces during the First World War, the Second World War, peacetime service, special duty service, service in a theatre of operations, and reserve or special force service. Records may also contain information on legislation; the modernization of programs and services offered by Veterans Affairs; medical matters of policy and precedent; applications; procedures and policies, including the Table of Disabilities which is the instrument used by Veterans Affairs Canada to assess the extent of disability from a pensioned/entitled condition;

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information from boards of inquiry regarding deceased or missing personnel; former prisoners of war; pensioners living in foreign countries; Veterans and their dependents deceased more than 20 years; Newfoundlanders; Royal Canadian Mounted Police; and persons recruited in Canada by United Kingdom authorities for special duties. Records may also include information relating to hearings of entitlement and assessment boards formerly authorized under the *Pension Act*.

**Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Decision Records, Evaluations, Legal Opinions, Legislation, Memoranda to Cabinet, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 820

#### **Associated Personal Information Banks (PIBs):**

- Canadian Forces Income Support – VAC PPU 608
- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Earnings Loss – VAC PPU 607
- Educational Assistance – VAC PPU 605
- Electronic Identity Proving System – VAC PPU 086
- Exceptional Incapacity Allowance – VAC PPU 602
- Health Benefits Program - Public Service Health Care Plan (PSHCP) – VAC PPU 520
- Health Care Benefits and Services – VAC PPU 295
- Mental Health – VAC PPU 320
- National and International Memorials - Funeral and Burial Program – VAC PPU 260
- Non-departmental Institutions - Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Other Allowances – VAC PPU 604
- Permanent Impairment Allowance and Supplement – VAC PPU 610
- Records of Sea Service for Canadian Merchant Seamen – VAC PPU 120
- Rehabilitation Services and Vocational Assistance – VAC PPU 300
- Retirement Income Security Benefit – VAC PPU 701
- Ste. Anne’s Hospital – VAC PPU 280
- Treatment Allowance – VAC PPU 340
- Veterans Independence Program - Home Care Benefits and Services – VAC PPU 616
- Veterans Independence Program - Other Services – VAC PPU 617
- War Veterans Allowance – VAC PPU 040

### **2.1.3 Financial Support Program**

This program provides income support to eligible Veterans, qualified civilians and their survivors. The intent of the support is to ensure that recipients have income which is adequate to meet their basic needs. In recognition of the effects of wartime service in the case of War Service Veterans, income support may be paid in the form of a monthly War Veterans Allowance. The program also provides economic support to Canadian Armed Forces Veterans, survivors, spouses/common-law partners and dependents for the economic impact that a career ending and/or service-related injury or death can have on a Veteran’s ability to earn income, advance in a career or save for retirement. Compensation is provided in the form of a monthly income support payment. A lump-sum

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supplementary retirement benefit is available to those who are totally and permanently incapacitated. There is also an allowance available for those with severe and permanent impairments.

Other financial programs and support provided by Veterans Affairs Canada to eligible Veterans include: Assistance to Canadian Veterans-Overseas District; Returned Soldiers Insurance Actuarial Liability Adjustment; Veterans Insurance Actuarial Liability Adjustment; re-establishment credits under section 8 of the *War Service Grants Act*; and, repayments under section 15 of the *War Service Grants Act*.

Veterans Affairs Canada also provides and/or administers a number of funds to eligible Veterans in need including the Assistance Fund, Benevolent Funds and Trust Funds. The Assistance Fund provides War Veterans Allowance recipients who reside in Canada with assistance to deal with a financial emergency.

### **Financial Benefits**

The program provides economic support to eligible Canadian Armed Forces Veterans, survivors, spouses/common-law partners and dependents for the economic impact that a career ending and/or service-related injury or death can have on a Veteran's ability to earn income, advance in a career or save for retirement. Support is provided to those approved for the Rehabilitation Program; those who have completed the program and have not yet found employment; those who were eligible for the program, but are unable to participate due to permanent and severe impairment; and those who have received a Disability Award for a physical or mental condition which causes permanent and severe impairments for which Rehabilitation services have been approved. Compensation is provided in the form of monthly income support payments. A lump-sum supplementary retirement benefit is available for those who were totally and permanently incapacitated.

### **Financial Benefits Class of Record**

**Description:** Information relating to eligibility criteria; procedures and policies; program design and analysis; statistics; and program administration. Records may also contain information on the modernization of programs and services offered by Veterans Affairs Canada; service delivery requirements; partnering opportunities and program agreements or program arrangements; briefings and consultations with Veterans organizations, advisory groups, and other concerned organizations and groups; and planning, project descriptions and evaluations of programs and services.

**Document Types:** Blank Application Forms, Assessments, Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Legal Opinions, Legislation, Media Lines, Memoranda to Cabinet, Memoranda of Understanding, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 845

### **Associated Personal Information Banks (PIBs):**

- Canadian Forces Income Support – VAC PPU 608
- Career Transition Services – VAC PPU 530
- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603

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- Disability Pensions – VAC PPU 601
- Earnings Loss – VAC PPU 607
- Educational Assistance – VAC PPU 605
- Electronic Identity Proving System – VAC PPU 086
- Exceptional Incapacity Allowance – VAC PPU 602
- Other Allowances – VAC PPU 604
- Permanent Impairment Allowance and Supplement – VAC PPU 610
- Rehabilitation Services and Vocational Assistance – VAC PPU 300
- Retirement Income Security Benefit – VAC PPU 701
- Supplementary Retirement Benefit – VAC PPU 609
- War Veterans Allowance – VAC PPU 040

### **War Veterans Allowance**

This program is a form of financial assistance available to eligible Veterans, Merchant Navy Veterans, qualified civilians and their survivors, dependants and orphans. In recognition of war service, qualified persons are provided with a regular monthly income to meet basic needs. Eligibility for the War Veterans Allowance (WVA) is determined by the wartime service of a Veteran or qualified civilian, age or health, family income and residency. As well, a surviving spouse, a surviving common-law partner or an orphan may qualify for a WVA. WVA recipients must report all sources of income on an annual basis or as changes in income occur. WVA recipients are also eligible to receive financial assistance for emergencies or unexpected contingencies through the Assistance Fund.

### **War Veterans Allowance Class of Record**

**Description:** Information on the War Veterans Allowance Program, which is a form of financial assistance available to eligible Veterans, qualified civilians and their survivors, dependents and orphans. In recognition of war service, qualified persons are provided with a regular monthly income to meet basic needs. Records may include information relating to eligibility criteria; procedures and policies; briefings and consultations with Veterans organizations, advisory groups and other concerned organizations and groups; program design and analysis; statistics; and program administration.

**Document Types:** Blank Application Forms, Assessments, Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Legal Opinions, Legislation, Media Lines, Memoranda to Cabinet, Memoranda of Understanding, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 680

### **Associated Personal Information Banks (PIBs):**

- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Electronic Identity Proving System – VAC PPU 086
- Health Care Benefits and Services – VAC PPU 295
- National and International Memorials - Funeral and Burial Program – VAC PPU 260
- Non-departmental Institutions – Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Ste. Anne’s Hospital – VAC PPU 280

**Info Source: Sources of Federal Government and Employee Information**

- Veterans Independence Program - Home Care Benefits and Services – VAC PPU 616
- Veterans Independence Program - Other Services – VAC PPU 617
- War Veterans Allowance – VAC PPU 040

### **2.1.4 Health Care Program and Re-establishment Services**

This program is designed to maintain or enhance the physical, mental and social well-being of eligible Veterans, Canadian Armed Forces members, civilians, and their survivors and dependants and other individuals, promote independence, and assist in keeping them at home and in their own communities by providing a continuum of care. The program provides access to employment support, health benefits, home care and long term care.

#### **Career Transition Services**

The program supports the transition to civilian life of eligible Canadian Armed Forces members and Veterans and survivors by providing access to services that will assist them in having the knowledge, skills and plan necessary to prepare for and obtain suitable civilian employment. The provision of support is based on need for the services and is contingent on the participant's ongoing involvement in developing and completing his or her career transition activities/plan. There are three components: workshops; individual career counseling; and job finding assistance. This program is delivered by a contracted national service provider, with policy guidance from VAC.

#### **Career Transition Services Class of Record**

**Description:** Information on Career Transition Services, which offers job-finding support to eligible Canadian Armed Forces members and Veterans and/or survivors, focusing on workshops, individual career counseling and job-finding assistance. Records may include information relating to eligibility criteria; procedures and policies; program design and analysis; the Service Income Security Insurance Plan (SISIP); statistics; and program administration. Records may also contain information on the modernization of programs and services offered by Veterans Affairs Canada; service delivery requirements; collaboration with SISIP Financial Services; partnering opportunities and program agreements or program arrangements; briefings and consultations with Veterans organizations, advisory groups and other concerned organizations and groups; planning; project descriptions; statements of requirement for contracting a service provider; lists of service providers; and evaluations of programs and services.

**Document Types:** Agreements, Blank Application Forms, Background Papers, Briefing Notes, Contracts, Correspondence, Legal Opinions, Legislation, Memoranda to Cabinet, Memoranda of Understanding, Orders in Council, Plans, Policies, Procedures, Presentations, Publications, Reports, Regulations, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 825

#### **Associated Personal Information Banks (PIBs):**

- Canadian Income Forces Support – VAC PPU 608
- Career Transition Services – VAC PPU 530
- Disability Awards – VAC PPU 603
- Electronic Identity Proving System – VAC PPU 086

**Info Source: Sources of Federal Government and Employee Information**

- Rehabilitation Services and Vocational Assistance - VAC PPU 300
- Veterans Hiring Act Initiative - VAC PPU 704

**Family Caregiver Relief Benefit Class of Record**

**Description:** Information related to the administration of the Family Caregiver Relief Benefit, including compensation available to eligible Veterans. This program recognizes the contributions of informal caregivers towards the personal health and well-being of Veterans and ensures that the requirements of high needs disabled Veterans are met during periods of time when the caregiver is unavailable. This benefit recognizes, in a tangible way, the contributions of informal caregivers and helps alleviate the caregiver burden. Records may also include information relating to procedures and policies; eligibility criteria; research, program design and analysis; statistics; briefings and consultations with Veterans' organizations, advisory groups and other concerned organizations and groups; service delivery requirements; planning and project descriptions and evaluations of programs and services; and program administration for the issuance of the grant. Records may also contain information on legislation; the modernization of programs and services offered by Veterans Affairs Canada.

**Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Decision Records, Evaluations, Legal Opinions, Legislation, Memoranda to Cabinet, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 892

**Associated Personal Information Banks (PIBs):**

- Disability Awards - VAC PPU 603
- Disability Pensions - VAC PPU 601
- Electronic Identity Proving System - VAC PPU 086
- Family Caregiver Relief Benefit - VAC PPU 702
- Mental Health - VAC PPU 320
- Non-departmental Institutions - Long Term Care - VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program - VAC PPU 618
- Other Allowances - VAC PPU 604
- Rehabilitation Services and Vocational Assistance - VAC PPU 300
- Ste. Anne's Hospital - VAC PPU 280
- Treatment Allowance - VAC PPU 340
- Veterans Independence Program - Home Care Benefits and Services - VAC PPU 616
- Veterans Independence Program - Other Services - VAC PPU 617

**Health Care Benefits**

In recognition of their service to the country, the program provides eligible Veterans, Canadian Armed Forces members and Veterans, civilians and other individuals with access to treatment benefits considered to be an appropriate response to their assessed health needs.

**Health Care Benefits Program Class of Record**

**Description:** Information on Health Care Benefits and Services, which includes the Treatment Benefits Program, offered by Veterans Affairs Canada to eligible recipients. Benefits include one-time only grants, partnership contributions, program grants, health-related services such as Veterans Travel and Health Insurance, and Veterans Affairs

**Info Source: Sources of Federal Government and Employee Information**

Canada Assistance Service. Records contain information on the services offered under the Programs of Choice, which include: Aids to Daily Living, Ambulance and Medical Travel Services, Audio (Hearing) Services, Dental Services, Hospital Services (in-patient and out-patient services), Medical Services, Medical Supplies, Nursing Services, Oxygen Therapy, Prescription Drugs, Prosthetics and Orthotics, Related Health Services, Special Equipment, Vision (Eye) Care, and Vision (Eye) Care Canadian National Institute for the Blind Benefits. Records may also contain information relating to the provision of coverage under the Public Service Health Care Plan for clients eligible for benefits under the New Veterans Charter, including Memoranda of Understanding between Veterans Affairs Canada and the Treasury Board Secretariat, contributions and levels of coverage and service providers. Records may include information relating to eligibility criteria; procedures and policies; briefings and consultations with Veterans organizations, advisory groups and other concerned organizations and groups; program design and analysis; statistics; program administration; the modernization of programs and services offered by Veterans Affairs Canada; service delivery requirements; partnering opportunities and program agreements or program arrangements; and planning and evaluations of programs and services.

**Document Types:** Agreements, Blank Application Forms, Background Papers, Briefing Notes, Contracts, Correspondence, Directives, Evaluations, Legal Opinions, Legislation, Media Lines, Memoranda of Understanding, Orders in Council, Plans, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 860

**Associated Personal Information Banks (PIBs):**

- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Electronic Identity Proving System – VAC PPU 086
- Health Benefits Program - Public Service Health Care Plan (PSHCP) – VAC PPU 520
- Health Care Benefits and Services – VAC PPU 295
- Mental Health – VAC PPU 320
- Non-departmental Institutions – Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Rehabilitation Services and Vocational Assistance – VAC PPU 300
- Veterans Independence Program - Home Care Benefits and Services – VAC PPU 616
- Veterans Independence Program - Other Services – VAC PPU 617
- War Veterans Allowance – VAC PPU 040

**Intermediate and Long Term Care**

The program supports eligible Veterans and other individuals who require nursing home type care to meet their long term care needs. The program works in cooperation with provincial agencies and long term care facilities to support eligible Veterans and other individuals in an appropriate long term care setting.

Non-departmental Institutions – VIP: The program supports eligible Veterans, Canadian Armed Forces Veterans and other individuals who require nursing home type care to meet their needs. The program provides funding through the Veterans Independence Program for intermediate care services in community facilities. The program works in cooperation with provincial agencies and long term care facilities to support eligible Veterans and other individuals in an appropriate long term care setting.

Non-departmental Institutions – Long Term Care: The program supports eligible Veterans and other individuals who require nursing home type care to meet their long term care needs. The program provides funding for intermediate and chronic care in facilities with contract and community beds across the country. The program works in cooperation with provincial agencies and long term care facilities to support eligible Veterans and other individuals in an appropriate long term care setting.

### **Intermediate and Long Term Care Program Class of Record**

**Description:** Information on the programs, benefits and services offered through community facilities, where care is provided to eligible Veterans by the Department under the Long Term Care Program or the Veteran Independence Program; and on other benefits and services of the Veterans Independence Program, including Home Care, which are provided to assist and support eligible clients in remaining independent in their own homes and communities for as long as possible. Examples of other services under the Veterans Independence Program include ambulatory health care services, transportation services, and home adaptations. Records may include information relating to eligibility criteria; procedures and policies; briefings and consultations with Veterans organizations, advisory groups and other stakeholders; program design and analysis; service and institutional standards; statistics; and program administration, including interaction with a third-party service provider. Records may also contain information relating to former departmental hospitals; the transfer of these institutions to provincial or community jurisdiction; operating agreements; and memoranda of understanding.

**Document Types:** Agreements, Blank Application Forms, Assessments, Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Legal Opinions, Legislation, Media Lines, Memoranda of Understanding, Orders in Council, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies, Public Opinion Research, Memoranda to Cabinet, and Treasury Board Submissions.

**Record Number:** VAC MVA 880

#### **Associated Personal Information Banks (PIBs):**

- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Mental Health – VAC PPU 320
- Non-departmental Institutions – Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Ste. Anne’s Hospital – VAC PPU 280
- War Veterans Allowance – VAC PPU 040

### **Rehabilitation**

This program provides needs-based access to medical, psychosocial and vocational rehabilitation and assistance services to eligible Canadian Armed Forces Veterans who have been medically released, or who have rehabilitation needs primarily related to service, to assist them and their families to re-establish in civilian life. The intent of this program is the restoration of functioning in the following areas: physical health, psychological and social function, employability and quality of life. The Rehabilitation Program is delivered through a case management process, and eligible participants access

services and benefits through community-based providers. Under certain circumstances, survivors and spouses of eligible Veterans may be eligible to receive vocational assistance services and rehabilitation services.

### **Rehabilitation Class of Record**

**Description:** Information on the Rehabilitation and Vocational Assistance Program which works to give eligible Canadian Armed Forces Veterans and others access to services that will help them function to their maximum capability at home, at work or within their communities after suffering a service-related illness or injury. Records may include information relating to eligibility criteria; procedures and policies; program design and analysis; the Service Income Security Insurance Plan; statistics; and program administration. Records may also contain information on the modernization of programs and services offered by Veterans Affairs Canada; service delivery requirements; collaboration with the Service Income Security Insurance Plan Financial Services; partnering opportunities and program agreements or program arrangements; briefings and consultations with Veterans organizations, advisory groups and other concerned organizations and groups; planning and project descriptions; statements of requirement for contracting a service provider and lists of service providers; and evaluations of programs and services.

**Document Types:** Agreements, Blank Application Forms, Background Papers, Briefing Notes, Contracts, Correspondence, Legal Opinions, Legislation, Memoranda of Understanding, Orders in Council, Plans, Policies, Procedures, Presentations, Publications, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 830

### **Associated Personal Information Banks (PIBs):**

- Canadian Forces Income Support – VAC PPU 608
- Career Transition Services – VAC PPU 530
- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Earnings Loss – VAC PPU 607
- Electronic Identity Proving System – VAC PPU 086
- Health Benefits Program - Public Service Health Care Plan (PSHCP) – VAC PPU 520
- Health Care Benefits and Services – VAC PPU 295
- Mental Health – VAC PPU 320
- Permanent Impairment Allowance and Supplement – VAC PPU 610
- Rehabilitation Services and Vocational Assistance – VAC PPU 300
- Retirement Income Security Benefit – VAC PPU 701
- Supplementary Retirement Benefit – VAC PPU 609

### **Ste. Anne's Hospital**

Ste. Anne's Hospital supports eligible Veterans, Canadian Armed Forces members and Veterans, and civilians so that their physical, mental and social needs are met. The Hospital provides high quality long term and respite care services as well as a wide range of programs to eligible Veterans and civilians. Through its Day Centre, it is able to offer support services to those still residing in their communities. Through the Ste. Anne's

Centre, it provides mental health services to Canadian Armed Forces members and Veterans.

### **Ste. Anne's Hospital Class of Record**

**Description:** Information on Ste. Anne's Hospital, Veterans Affairs Canada's only remaining departmentally owned facility. Veterans Affairs Canada is responsible for providing long term institutional care for eligible Veterans and civilians at this facility located in Sainte-Anne-de-Bellevue, Quebec. Records may include information relating to eligibility criteria; procedures and policies; briefings and consultations with Veterans organizations, advisory groups and other concerned organizations and groups; program design and analysis; service and institutional standards; statistics; and program administration. Records may also include information about the Pastoral Care program and the Canadian Red Cross Society's handicrafts program for Veterans living in a hospital or institution.

**Document Types:** Agreements, Blank Application Forms, Assessments, Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Legal Opinions, Legislation, Media Lines, Memoranda of Understanding, Order in Councils, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies, Memoranda to Cabinet and Treasury Board Submissions.

**Record Number:** VAC MVA 715

#### **Associated Personal Information Banks (PIBs):**

- Critical Injury Benefit - VAC PPU 700
- Disability Awards - VAC PPU 603
- Disability Pensions - VAC PPU 601
- Electronic Identity Proving System - VAC PPU 086
- Employee Medical Records at Ste. Anne's Hospital - VAC PCE 705
- Mental Health - VAC PPU 320
- Non-departmental Institutions - Long Term Care (LTC) - VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) - VAC PPU 618
- Ste. Anne's Hospital - VAC PPU 280
- Veterans Independence Program - Home Care Benefits and Services - VAC PPU 616
- Veterans Independence Program - Other Services - VAC PPU 617
- War Veterans Allowance - VAC PPU 040

### **Veterans Independence Program**

This program provides funding to eligible Veterans, still serving Canadian Armed Forces disability pensioners, civilians, as well as survivors and primary caregivers so that they can access home and community care and support services to meet their physical, mental and social needs. This assistance allows them to remain healthy and independent in their own homes and communities. The services and benefits which may be funded include home care services and personal care (housekeeping, access to nutrition, grounds maintenance, ambulatory), home adaptations and transportation services. VIP housekeeping and/or grounds maintenance services are available to eligible survivors and primary caregivers.

## **Veterans Independence Program Class of Record**

**Description:** Information on the benefits and services of the Veterans Independence Program which are provided to assist and support eligible clients in remaining independent in their own homes and communities as long as possible. Examples of other services under the Veterans Independence Program include ambulatory health care services, transportation services, and home adaptations. Examples of home care include housekeeping, grounds maintenance and personal care. Records may include information relating to eligibility criteria; procedures and policies; briefings and consultations with Veterans organizations, advisory groups and other stakeholders; program design and analysis; service and institutional standards; statistics; and program administration including interaction with a third-party service provider.

**Document Types:** Agreements, Blank Application Forms, Assessments, Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Legal Opinions, Legislation, Media Lines, Memoranda of Understanding, Orders in Council, Policies, Presentations, Procedures, Publications, Regulations, Reports, Studies, Memoranda to Cabinet and Treasury Board Submissions.

**Record Number:** VAC MVA 855

### **Associated Personal Information Banks (PIBs):**

- Critical Injury Benefit – VAC PPU 700
- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Electronic Identity Proving System – VAC PPU 086
- Mental Health – VAC PPU 320
- Non-departmental Institutions - Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Ste. Anne’s Hospital – VAC PPU 280
- Veterans Independence Program - Home Care Benefits and Services – VAC PPU 616
- Veterans Independence Program - Other Services – VAC PPU 617
- War Veterans Allowance – VAC PPU 040

## **2.1.5 Veterans Ombudsman**

This program provides Veterans and other individuals (War Service Veterans, Veterans and serving members of the Canadian Armed Forces (Regular and Reserve), members and former members of the Royal Canadian Mounted Police, spouses, common-law partners, survivors and primary caregivers, other eligible dependants and family members, other eligible individuals and representatives of the aforementioned groups) with the opportunity to request independent reviews of their complaints. It promotes fair and equitable treatment in accessing the services, benefits and programs from Veterans Affairs Canada. This is accomplished by: providing them with information and referrals to facilitate their access to programs and services; reviewing and addressing complaints arising from the Veterans Bill of Rights and decisions on benefits and services for which there is no right to appeal to the Veterans Review and Appeal Board; and researching and investigating emerging and existing systemic issues related to the provisions of the Department’s programs and services and providing information and recommendations to the Minister in relation to those issues.

## **Office of the Veterans Ombudsman Class of Record**

**Description:** Information on the Office of the Veterans Ombudsman, which provides clients of Veterans Affairs Canada, their families and others with the opportunity to request impartial reviews of their complaints by an independent officer reporting directly to the Minister. Records may include information relating to procedures and policies; program design and analysis; program administration; and briefings and consultations with Veterans organizations, advisory groups and other concerned organizations and groups. Records may also contain information on liaisons with other program areas within Veterans Affairs Canada, including operating and service agreements with all areas within the Veterans Affairs Portfolio.

**Document Types:** Statistics, Discussion Papers, Issue Notes, Agreements, Briefing Notes, Correspondence, Legislation, Media Lines, Memoranda of Understanding, Plans, Policies, Processes, Manuals, Protocols, Legal Opinions, Orders in Council, Memoranda to Cabinet, Treasury Board Submissions, Procedures and Reports.

**Record Number:** VAC MVA 760

### **Associated Personal Information Bank (PIB):**

– Veterans Ombudsman Complaint and Investigation Files – VAC PPU 210

## **2.2 Other VAC Information Holdings**

### **Agent Orange Ex-gratia Payments**

Veterans Affairs Canada has been, and is still, responsible for administering ex-gratia payments under the authority of the Governor in Council. These payments may be made to eligible persons for loss or expenditure for which the Crown has no legal liability. Ex-gratia payments administered in the past include those for eligible First Nations Veterans, Merchant Navy Veterans, prisoners of war, and ex-gratia payments related to the testing of unregistered military herbicides, such as Agent Orange, at Canadian Forces Base Gagetown in New Brunswick.

### **Agent Orange Ex-gratia Payments Class of Record**

**Description:** Information relating to the testing of unregistered U.S. military herbicides, including Agent Orange, at Canadian Forces Base Gagetown in 1966 and 1967 and the Government's decision to move forward with ex-gratia payments. Records may include information relating to: research carried out by the Department of National Defence to gather information on the facts and circumstances associated with the testing and use of herbicides at Canadian Forces Base Gagetown from 1952 to the present day; U.S. National Academies of Science Institute of Medicine research; and the development of options for Government consideration. Records may also contain information on eligibility requirements for the ex-gratia payment, policy, applications, and business processes and procedures.

**Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Decision Records, Legal Opinions, Media Lines, Memoranda to Cabinet, Orders in Council, Policy, Presentations, Procedures, Publications, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 640

**Associated Personal Information Bank (PIB):**

– Agent Orange Ex-gratia Payment – VAC PPU 200

**Bureau of Pensions Advocates**

The Bureau of Pensions Advocates provides free legal advice, assistance and representation before the Veterans Review and Appeal Board to individuals dissatisfied with decisions made with respect to their claims for disability benefits. The Bureau also provides representation for War Veterans Allowance appeals before the Board. Information collected by the Bureau is protected by the solicitor-client privilege.

**Bureau of Pensions Advocates Class of Record**

**Description:** Information on the Bureau of Pensions Advocates, which provides advice, assistance and representation before the Veterans Review and Appeal Board to individuals dissatisfied with decisions made with respect to their claims for disability benefits. The Bureau also provides representation for War Veterans Allowance appeals before the Veterans Review and Appeal Board. Records may include information relating to eligibility criteria; procedures and policies; program design and analysis; statistics; and program administration. Records may also contain information on liaison with the operations divisions of Veterans Affairs Canada relating to disability applications and appeals; liaison with the Veterans Review and Appeal Board relating to disability reviews and appeals, and War Veterans Allowance appeals; interaction and liaison with various Veterans organizations; and liaison with the Department of Justice and the Federal Court of Appeal.

**Document Types:** Briefing Notes, Correspondence, Evaluations, Legal Opinions, Agreements, Contracts, Directives, Business Processes, Media Lines, Plans, Policies, Presentations and Reports.

**Record Number:** VAC MVA 295

**Associated Personal Information Banks (PIBs):**

- Electronic Identity Proving System – VAC PPU 086
- Pension Advocate Services – VAC PPU 365

**Federal Healthcare Partnership**

The Federal Healthcare Partnership was a former group comprising seven Government of Canada institutions. Veteran Affairs Canada was a permanent member of, and had responsibilities under, the Federal Healthcare Partnership and its charter. The partnership was formed to identify, promote and implement more efficient and cost-effective healthcare programs while improving the quality of health care services for clients of federal health care programs.

**Federal Healthcare Partnership Class of Record**

**Description:** Information on the Federal Healthcare Partnership, a collaboration of federal partners whose mission is to identify, promote and implement more efficient and effective health care programs and to achieve economies of scale while enhancing the quality of healthcare services for clients of federal healthcare programs. Records may include information on the Partnership's involvement in initiatives relating to economies of scale and strategic leadership in the following areas: audiology, dental care, federal/provincial/territorial representation, health human resources, health information

**Info Source: Sources of Federal Government and Employee Information**

management, medical supplies and equipment recycling, mental health, pharmacy, and vision care. Records may also contain information relating to procedures and policies, program design and analysis, and program administration.

**Document Types:** Agreements, Background Papers, Briefing Notes, Correspondence, Evaluations, Legal Opinions, Plans, Policies, Presentations, Procedures and Reports.

**Record Number:** VAC MVA 645

### **Federal Health Claims Processing System**

The Federal Health Claims Processing System (FHCPS) is administered by a third party on behalf of Veterans Affairs Canada to support clients and service providers with the processing and settlement of claims for both the Veterans Independence Program (VIP) and the Treatment Benefits Program. This service includes automated and individualized health claims administration; provider registration number; payments to providers or reimbursements to clients for eligible services; identification and payment to clients and providers for treatment benefits received outside of Canada.

### **Federal Health Claims Processing System Administration Class of Record**

**Description:** Information relating to the Federal Health Claims Processing System, which is administered by a third party service provider on behalf of Veterans Affairs Canada. This service provides benefit administration of the Veterans Independence Program and the Treatment Benefits Program, and reimbursements to clients for eligible services or payments to health care providers. Records may include information relating to eligibility criteria; procedures and policies; program design and analysis; statistics; and program and service contract administration.

**Document Types:** Agreements, Briefings Notes, Contracts, Correspondence, Decision Records, Evaluations, Legal Opinions, Memoranda of Understanding, Presentations and Reports.

**Record Number:** VAC MVA 690

### **First Nations Veterans Compensation Package Class of Record**

**Description:** Information on ex-gratia payments issued to First Nations Veterans with at least 30 days active service in the First World War, the Second World War or the Korean War, who were eligible for demobilization benefits after the war, who settled on reserves and who were identified as Indian under the *Indian Act*. Records may include information relating to eligibility requirements for the ex-gratia payment; policy and precedent; applications; business processes and procedures; and historical records relating to First Nations Veterans. Records may also contain information on the *First Nations Veterans Compensation Act and Regulations*; the National Round Table which was a consultative process with First Nations Veterans and their respective associations; background research and analysis; information gathered and presented during the consultative process; and the implementation of the ex-gratia payment.

**Document Types:** Agreements, Blank Application Forms, Background Papers, Briefing Notes, Committees, Correspondence, Decision Records, Legal Opinions, Media Lines, Memoranda to Cabinet, Orders in Council, Plans, Policies, Presentations, Procedures, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 685

## **Mental Health Services and Benefits**

Veterans Affairs Canada offers a suite of services and benefits, which are provided to help Veterans with mental health conditions. These include specific mental health services tailored to meet the needs of Veterans and their families, as well as other services which have a broader impact on client mental health and well-being. Specific mental health services include: a network of 10 Operational Stress Injury clinics; the Veterans Affairs Canada Assistance Service (a 24-hour toll-free crisis help line); the Operational Stress Injury Social Support (OSISS) Program; psycho-social rehabilitation which is a component of Veterans Affairs' comprehensive Rehabilitation Program; pastoral outreach, a unique clinical care manager service to support case management; psychiatric and psychological counselling; and treatment programs for stabilization, addictions, detoxification and co-morbidity.

## **Mental Health Services and Supports Class of Record**

**Description:** Information on the services and supports offered by Veterans Affairs Canada for individuals with operational stress injuries such as depression, anxiety, or post-traumatic stress disorder resulting from military or police service. Records may include information relating to the modernization of programs and services, procedures and policies, program design and analysis, statistics, and program administration. Records may also contain information on the Veterans Affairs Canada mental health strategy; Veterans Affairs Canada Operational Stress Injury clinics; Veterans Affairs Canada National Centre for Operational Stress Injuries; research; reference materials; family services and supports; peer support programs and networks; and rehabilitation and re-integration services.

**Document Types:** Background Papers, Briefing Notes, Contracts, Correspondence, Evaluations, Legislation, Media Lines, Memoranda, Memoranda of Understanding, Plans, Policies, Presentations, Press Releases, Procedures, Publications, Question Period Notes, Regulations, Reports, Speeches, and Studies.

**Record Number:** VAC MVA 720

### **Associated Personal Information Banks (PIBs):**

- Disability Awards – VAC PPU 603
- Disability Pensions – VAC PPU 601
- Electronic Identity Proving System – VAC PPU 086
- Exceptional Incapacity Allowance – VAC PPU 602
- Health Care Benefits and Services – VAC PPU 295
- Mental Health – VAC PPU 320
- Non-departmental Institutions - Long Term Care (LTC) – VAC PPU 619
- Non-departmental Institutions - Veterans Independence Program (VIP) – VAC PPU 618
- Other Allowances – VAC PPU 604
- Rehabilitation Services and Vocational Assistance – VAC PPU 300
- Ste. Anne's Hospital – VAC PPU 280
- Veterans Independence Program - Home Care Benefits and Services – VAC PPU 616
- Veterans Independence Program - Other Services – VAC PPU 617

### **Merchant Navy Seamen Special Benefit Class of Record**

**Description:** Information relating to ex-gratia payments made to Canadian and Newfoundland Merchant Navy Veterans who served during the First World War, the Second World War or the Korean War to compensate Merchant Navy Veterans for demobilization benefits which they were not eligible to receive, and lost opportunities as a result of this. Records may include information on eligibility requirements for the ex-gratia payment; policy and precedent; applications; business processes and procedures; and historical records relating to Merchant Navy wartime service. Records may also contain information on the Merchant Navy compensation regulations; demobilization benefits; strategic planning and departmental priorities and reports; information presented and gathered during the consultative process and the implementation of the ex-gratia payment; and the Merchant Navy Registry.

**Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Decision Records, Legislation, Media Lines, Memoranda to Cabinet, Orders in Council, Policies, Presentations, Procedures, Regulations, Reports and Treasury Board Submissions.

**Record Number:** VAC MVA 725

#### **Associated Personal Information Bank (PIB):**

– Merchant Navy Seamen Special Benefit – VAC PPU 120

### **Prisoner of War Ex-gratia Payments**

Veterans Affairs Canada has been, and is still, responsible for administering ex-gratia payments under the authority of the Governor in Council. These payments may be made to eligible persons for loss or expenditure for which the Crown has no legal liability. Ex-gratia payments administered in the past include those for eligible First Nations Veterans, Merchant Navy Veterans, prisoners of war, and ex-gratia payments related to the testing of unregistered military herbicides, such as Agent Orange, at Canadian Forces Base Gagetown in New Brunswick.

### **Prisoner of War Ex-gratia Payments Class of Record**

**Description:** Information on ex-gratia payments issued to former prisoners of war who suffered lost opportunity by not having applied for prisoner of war compensation until sometime after 1976 and, because of legislative restrictions, could not be awarded compensation back to that time. Records may include information on eligibility requirements for the ex-gratia payment; policy and precedent; applications; business processes and procedures; statistics; and historical records relating to prisoners of war and time in captivity. Records may also contain information on the Prisoner of War Compensation regulations; review of compensation regulations and legislative amendments; information presented and gathered during the consultative process; and the implementation of the ex-gratia payment. **Document Types:** Blank Application Forms, Background Papers, Briefing Notes, Correspondence, Legislation, Media Lines, Orders in Council, Policies, Presentations, Procedures, Regulations, Reports, Studies and Treasury Board Submissions.

**Record Number:** VAC MVA 800

### ***Soldier Settlement Act and Veterans' Land Act***

*The Soldier Settlement Act (1919)*, administered by Veterans Affairs since 1944, was enacted to assist eligible First World War Veterans to become re-established in civilian life as farmers by providing them with land and/or financial assistance in the form of repayable loans for specified purposes such as the purchase of land, livestock or farm equipment. Benefits have not been available under this legislation for many years and there are no longer outstanding loans. However, Veterans Affairs Canada continues to respond to general inquiries and/or residual land issues pertaining to the program.

The Veterans' Land Administration (VLA) was established in 1942 under the *Veterans' Land Act*, which was part of a rehabilitation package for returning servicemen to help them settle in Canada as full-time farmers, part-time farmers or commercial fishermen. Assistance was also available to Veterans who wished to act as their own contractors in the construction of their homes.

The VLA program helped approximately 140,000 qualified Veterans to purchase their properties. It also offered below-market interest rates and a flexible repayment schedule. These advantageous interest rates, guaranteed for twenty-five years, provided security to Veterans. Lending under the *Veterans' Land Act* ceased in 1977.

Up to June 30, 1992, all matters pertaining to the *Veterans' Land Act* were administered by the Veterans' Land Administration under the control of the Director, *Veterans' Land Act*.

### **Soldier Settlement Board and Veterans' Land Administration - Property Management and Maintenance Class of Record**

**Description:** Information relating to the management and maintenance of land purchased, acquired, transferred and sold by the Soldier Settlement Board or the Director of the Veterans' Land Administration, under the authority of the *Soldier Settlement Act* and the *Veterans' Land Act*, which provided assistance to eligible Veterans who returned home from the First World War, the Second World War or the Korean War and who wished to settle in Canada as farmers or fisherman, or build their own home. Records may include information related to the purchase or acquisition of land; real estate appraisals and services; title transactions and land conveyances; easements, servitudes and rights of way granted on properties owned by the Director; mines, minerals and surface rights; and information relating to rescissions, property sales and contractual agreements of properties. Records may also contain information related to the history of Veterans' land legislation; natural disasters; absentee Veterans; Committee on Demobilization and Rehabilitation; coordination of federal interest in land acquisition and use; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; lease disputes; liens and encumbrances; provincial advisory boards; and repossession and sale of land and chattels.

**Document Types:** Agreements, Application Forms, Appraisals, Appraisal Fee Schedules, Assessments, Background Papers, Certificates, Contracts, Correspondence, Covenants, Deeds, Directives, Eviction Notices, Leases, Legal Opinions, Legislation, Licenses, Media Lines, Orders in Council, Plans, Policies, Procedures, Property Statements, Publications, Question Period Notes, Regulations, Rental Agreements, Reports, Sales Receipts, Statistics, Studies, Surveys, Tax Statements, Title Certificates, Treasury Board Submissions and Utility Bills.

**Record Number:** VAC MVA 865

**Associated Personal Information Bank (PIB):**

- Administration of Benefits and Services – Soldier Settlement Board and Veterans’ Land Administration – VAC PPU 350

**Soldier Settlement Board and Veterans’ Land Administration – Program Operations and Administration Class of Record**

**Description:** Information relating to the operations and administration of programs and services related to the settlement and establishment of Veterans in Canada by the Soldier Settlement Board or the Director of the Veterans’ Land Administration, under the authority of the *Soldier Settlement Act* and the *Veterans’ Land Act*, which provided assistance to eligible Veterans who returned home from the First World War, the Second World War or the Korean War and who wished to settle in Canada as farmers or fisherman, or build their own home. Records may include information on various aspects and types of farm management and operations; various aspects of fishing operations; training courses; debt-free settlement agreements with provinces; national parks; grants and loans; Native and Métis Veterans; construction requirements and financing; liaison with Canadian Mortgage and Housing Information; interest rates; housing plans; mortgages and mortgage clauses, and insurance policies. Records may also include information on eligibility and qualification for programs and services; tax information and policies; housing project information; farm status information; management of Department of National Defence installations leased to the public for agricultural purposes; Indian Economic Development Program; off-reserve housing program; Prairie Grain Advance Payments Regulations; animal disease testing; improvements and renovations; crops and crop conditions; and the purchase and sale of equipment, livestock and supplies.

**Document Types:** Agreements, Application Forms, Background Papers, Briefings, Building Models, Contracts, Construction Reports; Correspondence, Directives, Evaluations, Housing Plans, Leases, Legal Opinions, Legislation, Media Lines, Orders in Council, Plans, Policies, Procedures, Publications, Question Periods Notes, Regulations, Reports, Requests for Information, Statements, Statistics, Studies, Tax Statements, and Treasury Board Submissions. **Record Number:** VAC MVA 870

**Associated Personal Information Bank (PIB):**

- Administration of Benefits and Services – Soldier Settlement Board and Veterans’ Land Administration – VAC PPU 350

**Veterans Insurance Class of Record**

**Description:** Information on the administration of life insurance purchased by Veterans and other eligible individuals under the *Returned Soldiers’ Insurance Act* and the *Veterans Insurance Act*. Records may include information on eligibility and qualification; policies and procedures; program design and analysis; reports; statistics; studies and surveys; acts, regulations and rulings.

**Document Types:** Correspondence, Decision Records, Legal Opinions, Legislation, Orders in Council, Policies, Procedures, Regulations, and Reports.

**Record Number:** VAC MVA 030

**Associated Personal Information Bank (PIB):**

- Veterans Life Insurance – VAC PPU 035

## **2.3 Internal Services**

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.

### **Acquisition Services**

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 Class of Record](#)
  - o [Professional Services Contracts Personal Information Bank](#)

### **Communications Services**

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 Class of Record](#)
  - o [Internal Communications Personal Information Bank](#)
  - o [Public Communications Personal Information Bank](#)

### **Financial Management Services**

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 Class of Record](#)
  - o [Accounts Payable Personal Information Bank](#)
  - o [Accounts Receivable Personal Information Bank](#)
  - o [Acquisition Cards Personal Information Bank](#)

### **Human Resources Management Services**

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.

**Info Source: Sources of Federal Government and Employee Information**

They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and plans.

- [Awards \(Pride and Recognition\) Class of Record](#)
  - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Record](#)
  - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Record](#)
  - [Attendance and Leave Personal Information Bank](#)
  - [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Record](#)
  - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Record](#)
  - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Record](#)
  - [Human Resources Planning Personal Information Bank](#)
- [Labour Relations Class of Record](#)
  - [Canadian Human Rights Act - Complaints Personal Information Bank](#)
  - [Discipline Personal Information Bank](#)
  - [Grievances Personal Information Bank](#)
  - [Harassment Personal Information Bank](#)
  - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
  - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)

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- [Occupational Health and Safety Class of Record](#)
  - [Employee Assistance Personal Information Bank](#)
  - [Harassment Personal Information Bank](#)
  - [Occupational Health and Safety Personal Information Bank](#)
  - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
  - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
  - [Discipline Personal Information Bank](#)
  - [Employee Performance Management Program Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
  - [Applications for Employment Personal Information Bank](#)
  - [Employee Personnel Record Personal Information Bank](#)
  - [EX Talent Management Personal Information Bank](#)
  - [Personnel Security Screening Personal Information Bank](#)
  - [Staffing Personal Information Bank](#)
  - [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)

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- [Relocation Class of Record](#)
  - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)
  - [Training and Development Personal Information Bank](#)

## **Information Management Services**

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 Class of Record](#)
  - [Access to Information Act and Privacy Act Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
  - [Library Services Personal Information Bank](#)

## **Information Technology Services**

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 Class of Record](#)
  - [Electronic Network Monitoring Logs Personal Information Bank](#)

## **Legal Services**

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 Class of Record](#)

## **Management and Oversight Services**

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 Class of Record](#)
  - [Lobbying Act Requirements Personal Information Bank](#)
  - [Outreach Activities Personal Information Bank](#)
- [Executive Services Class of Record](#)
  - [Executive Correspondence Personal Information Bank](#)
- [Internal Audit and Evaluation Class of Record](#)
  - [Evaluation Personal Information Bank](#)
  - [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

## **Materiel Services**

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

- [Materiel Management Class of Record](#)
  - o [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

## **Real Property Services**

Real property services involve activities undertaken to ensure 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 Class of Record](#)

## **Travel and Other Administrative Services**

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 Class of Record](#)
  - o [Parking Personal Information Bank](#)
- [Boards, Committees and Councils Class of Record](#)
  - o [Governor in Council Appointments Personal Information Bank](#)
  - o [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
  - o [Business Continuity Planning Personal Information Bank](#)
- [Disclosure to Investigative Bodies Class of Record](#)
  - o [Disclosure to Investigative Bodies Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
  - o [Hospitality Personal Information Bank](#)
  - o [Travel Personal Information Bank](#)
- [Security Class of Record](#)
  - o [Identification Cards and Access Badges Personal Information Bank](#)
  - o [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
  - o [Personnel Security Screening Personal Information Bank](#)
  - o [Security Incidents and Privacy Breaches Personal Information Bank](#)
  - o [Security Video Surveillance and Temporary Visitor Access Control Logs and Access Badges Personal Information Bank](#)
- [Travel Class of Record](#)
  - o [Travel Personal Information Bank](#)

### **3.0 Classes of Personal Information**

In the course of conducting the programs and activities of Veterans Affairs Canada and the Office of the Veterans Ombudsman, categories of personal information may be accumulated which are not contained in specific personal information banks described in this entry.

Such information may include requests for information, enquiries, complaints, applications, proposals and arrangements for partnerships, and general correspondence. This information is stored as part of the general subject files and not retrievable by any personal identifier. The information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files in which the information is stored.

#### **Commemorative Partnership Program**

This class describes personal information used in support of Veterans Affairs Canada's (VAC) grant and contribution program and allows for more opportunities for Canadians to engage in remembrance initiatives that honour and preserve the memory of those who served Canada in war, military conflict and peace. Personal information on organization representatives is not collected for administrative purposes at any time during the processing of applications or program administration. The personal information is used to process payments, to promote initiatives and to encourage community engagement, as well as to produce press releases to highlight Government of Canada funding. Personal information may be shared with other programs of the institution and with programs of other federal institutions and provincial and municipal governments in order to verify audit recipients and to administer the program. Information on the program may be found by year, organization name and project type. Information collected with regard to the Commemorative Partnership Program is destroyed 15 years after the completion of the project.

The following grant and contribution program is included in this class of personal information:

- Commemorative Partnership Program - 2001 to present.

## **4.0 Manuals**

- 2016 Maximum Rates Payable for Veterans Independence Program and Long Term Care Program Services
- 2016 Veterans Independence Program (VIP) Delegation of Authority Table
- 2016 Veterans Independence Program (VIP) National Rates for Housekeeping and Ground Maintenance Services
- A VAC Contribution Toward the Cost of a Treatment Benefit
- Access to Information Act Exemption/Exclusion Guide
- Accommodation and Meals Rate Annual Renewal and Weekly Reports
- Accountability Framework for Performance Management and Reporting - Case Management Services
- Additional Pension Spouse and Child-Quick Reference For NCCN Staff
- Adjudicating Services for Primary Caregivers
- Administered/Estate Account
- Administered/Estate Account - Administration of Clients' Monies
- Administered/Estate Account - Disbursement of Estate Funds held by VAC
- Administered/Estate Account - Roles and Responsibilities
- Administrative Release of Canadian Forces Members Who Breach Universality of Service
- Advance Pay
- Amyotrophic Lateral Sclerosis (ALS)
- Appendix B - Provider Information- VAC Guidelines for Authorizing Blood Collection Services
- Application and Decision Making Process - Long Term Care Program and VIP Intermediate Care
- Area Counsellor Client-Centred Assessment
- Area Office Business Process Rehabilitation Applications and Associated Documentation
- Articles achetés à l'extérieur du Canada
- Assistance Fund
- ATIP Operational Process for the Declassification of Classified and Protected Documents
- Blue Cross National Investigative Unit (NIU)
- CAF Member Relocation/File Transfer Process -Medically Releasing CAF Members
- CAF/VAC Transition Process-Key Activities
- Canadian Forces Income Support Employment-Related Criteria: Initial Eligibility and Ongoing Entitlement
- Career Transition Services - General
- Career Transition Services - Program Overview
- Case Conferencing
- Case Management FAQs
- Case Management Framework
- Case Management Guidelines for Veterans with Chronic Pain
- Case Management Status Indicator
- Case Manager's CHECKLIST For Case Planning
- Case Managers Guidelines for Working with Veterans Who Are Homeless

**Info Source: Sources of Federal Government and Employee Information**

- Case Need and Complexity Indicator
- Change of Address
- Changes to Decision Making Authority for the Rehabilitation Program
- Checklist for Business Processes with Privacy & IM Considerations
- Claims that Exceed 18 Month Limitation on Reimbursements and Payments
- Client Information Storage
- Client Inquiries for Pension Officer regarding Unfavourable and Partial Entitlement Disability First Decisions
- Client Service Screening Guidelines
- Client Service Team Competency Profile Gap Analysis Report
- Client Service Team Competency Profiles
- Clients with Psychiatric Conditions: Managing Lump Sum Payments
- Clinical Care Managers for Veterans with Complex Health Needs
- Community Facilities (Veterans Independence Program - Intermediate Care and Long-term Care)
- Condolence letters - Earning Loss Program
- Creating a New Long Term Care Facility Notebook in CSDN/RCSS
- Creating Notebooks in CSDN
- Criteria/Situation Requiring Referral to Case Manager for Potential Case Management
- Cues for Referral of Treatment Requests Between VAC Area Offices and the Medical Authorization Centre (MAC)
- Decision Making and Use of the Benefit Grids
- Delegating Medical/Psychosocial Rehabilitation Decision Making to VAC Case Managers
- Delegating Vocational Rehabilitation Decision Making to VAC Case Managers
- Delegations of Authority for Maximum Rates Payable and Exceeding Rates
- Detention Benefit - How to process Detention Benefit under the *Canadian Forces Members and Veterans Re-establishment and Compensation (CFMVRC) Act*
- Determining if a VAC Client is Still Serving
- Determining Need for In-Home Treatment
- Determining the Effective Date of Application for a Survivor
- Disability Award - How to Process Payment/Reimbursement of Financial Advice
- Disability Award - What is the status of the Payment
- Disability Award Rate Table
- Disability Benefits - Medical Examinations for Still Serving CAF Members
- Disability Benefits Program: Revised Service Standard, April 1st 2011 Implementation
- Disability Benefits Program: Revised Service Standard, CSDN Changes
- Disability Benefits Program: Transition Activities for Revised Service Standard
- Disability Pension Rate Tables
- Disability Pensions/Awards Medical Assessment and Reassessment
- Disclosure of Information to Policing Services and Federal Investigative Bodies
- Disclosure of Information to the Attorney General of Canada
- Distinctions Between Treatment Benefits and Medical or Psychosocial Rehabilitation Services
- Distinctions for Rehabilitation Focused Case Planning Guideline

***Info Source: Sources of Federal Government and Employee Information***

- DND/VAC/SISIP Program Arrangement (PA) - Questions and Answers
- Documenting Client Consent Business Process (Directive)
- Earnings Loss - Redzone Procedures
- Earnings Loss Benefit Application Process for Veterans/Survivors/Orphans
- Earnings Loss Benefit: Annual Income Verification Process
- Eligibility for Health Care Programs - Allied Veteran
- Eligibility for Health Care Programs - Canada Service Veteran
- Eligibility for Health Care Programs - Civilian
- Eligibility for Health Care Programs - Civilian Pensioners
- Eligibility for Health Care Programs - Detention Benefit Recipients
- Eligibility for Health Care Programs - Entitled to a Disability Award (Regular and Reserve Force Services)
- Eligibility for Health Care Programs - Entitled to a Disability Award in Respect of Special Duty Service
- Eligibility for Health Care Programs - Income Qualified Civilian
- Eligibility for Health Care Programs - Income Qualified Overseas Service Civilian
- Eligibility for Health Care Programs - Income Qualified Veteran
- Eligibility for Health Care Programs - Medium Disabled (Veteran Pensioners and Civilian Pensioners)
- Eligibility for Health Care Programs - Military Service Pensioner
- Eligibility for Health Care Programs - Prisoner of War
- Eligibility for Health Care Programs - Seriously Disabled
- Eligibility for Health Care Programs - Special Duty Service Pensioner
- Eligibility for Health Care Programs - Veteran Pensioner
- Emergency Call Devices (ECDs)
- Emergency Fund and the Neilan Fund
- Enhanced Transition Services VAC/ CAF Escalation Process - Medically Releasing CAF Members
- Entitlement Eligibility Guidelines
- Exceeding Rates
- Exceeding Rates for Veterans Independence Program (VIP) and Long Term Care (LTC)
- Exceptional Prepayment Health Related Travel
- FAQs: Case Planning (2011)
- FAQs: Client Service Agent (CSA) Workload Measurement Tool Project (2013)
- Final Project Report: Client Service Agent Workload Measurement Tool
- General Privacy Policy and Guidelines
- Grant Determination Tool Guidelines
- Guide for cleaning up share drives and E-mail
- Guidelines - Self-Employment as a Vocational Rehabilitation Goal
- Guidelines for Caring Carefully
- Guidelines for Case Conferencing
- Guidelines for Case Planning
- Guidelines for Case Planning Questions and Answers
- Guidelines for Completing the Veterans Independence Program – Benefit Arrangement Form (VAC 1305B)
- Guidelines for Engaging Families

***Info Source: Sources of Federal Government and Employee Information***

- Guidelines for the Harmonization of Rehabilitation Services VAC/DND/SISIP
- Guidelines for Working With Veterans Experiencing Anger
- Guidelines on Handling Personal Information in the Preparation of Briefing Materials
- Hand-held Electronic Devices
- Health Related Travel – Veteran Contact Regarding Post Payment Verification Process
- Health-Related Travel and Rehabilitation Related Travel Expenses (other than training)
- Homeless Veteran - Business Process for Screening and Referral
- How to Appeal Decline of Canadian Forces Income Support Benefit-CF Veteran or Survivor/Orphan
- How to Appeal Decline of Earnings Loss Benefit - CF Veteran
- How to Appeal Decline of Earnings Loss Benefit - Survivor/Orphan
- How to Appeal Decline of Supplementary Retirement Benefit - CF Veteran or Survivor/Orphan
- How to Apply - Canadian Forces Income Support Benefit - CF Veteran
- How to apply for the Public Service Health Care Plan - PSHCP (Health Benefits Program)
- How to Apply Long Term Care Insurance to Accommodation and Meals Contributions
- How to Complete and Review the Long-term Care Facility Questionnaire
- How to Conduct a Minister’s Own Motion Review of Decisions under the Rehabilitation and Financial Benefits Programs
- How to Initiate and Record Pharmacy Related Request for VAC Rehabilitation Service and Vocational Assistance Program Participants
- How to Process a Change in Vocational Rehabilitation Provider
- How to Process a Clothing Allowance Application
- How to Process a Critical Injury Benefit Application
- How to Process a Medical Release Attributable to Service Determination Application
- How to Process a RCMP Transition Interview Request
- How to Process a Request for a Benefit or Service when Client Does Not Have POC – interim
- How to Process an Application for the Education Assistance Program (EAP)
- How to Process an Attendance Allowance Application
- How to Process an Exceptional Incapacity Allowance Application
- How to Process Applications and Render and Record Eligibility Decisions for Rehabilitation Services and Vocational Assistance
- How to Process Canadian Forces Income Support Benefit Application - Survivor/Orphan
- How to Process Dental Services for VAC Rehabilitation Program Clients
- How to Process Disability Award/Death Benefit Applications for Survivors/Dependent Children
- How to Process Disability Benefits Applications
- How to Process Permanent Impairment Allowance and Permanent Impairment Allowance Supplement Application
- How to Process Requests for Treatment/Intervention at Outpatient or Inpatient Multi-Disciplinary Clinics (MDCs)

***Info Source: Sources of Federal Government and Employee Information***

- How to Process Supplementary Retirement Benefit (SRB) Application - CF Veteran or Survivor
- How to Process the VAC Vocational Rehabilitation and Vocational Assistance Programs for the Interim Period
- How to Process VAC Rehabilitation Program Medical and Psycho-social Assessments and Services
- How to Process VAC Vocational Rehabilitation Services and Vocational Assistance Services (National Contractor)
- How to Render and Record a Totally and Permanently Incapacitated (TPI) Status Designation Decision
- How to Review a Totally and Permanently Incapacitated (TPI) Designation
- IM and Privacy Directive on E-mail
- INACTIVE VR FILES – CLOSING THE VR FILE WITH CVVRS
- Increased Authority to Approve Home Adaptations and Special Equipment under the Veterans Health Care Benefits Program
- Indicators for Referral to Client Service Team
- INFORMATION GUIDE: Medically-Releasing CAF Personnel/Veteran CAF/SISIP FS/VAC
- Information Management and Privacy Directive on E-mail
- In-Home Treatment – Compensating Providers for Costs of Time-In-Travel
- Integrated Transition Plan (ITP)
- Interim Vocational Service Provider/Veterans Affairs Canada Quick Reference Document
- Items Purchased Outside Canada
- IVRP Expenses - Description of Categories
- Light Therapy for Bipolar I, Bipolar II and Major Depressive Disorder with a Seasonal Specifier
- Long Term Care Support
- Long Term Care Support Waiver
- MVA User Manual (My VAC Account User Manual)
- NCCN Procedure When Client Reports Pharmacy Balance Billing
- New Veterans Charter (NVC) Budget Allocation (Coding for Medical Assessments/Exams/Reports and Associated Travel) for Rehabilitation, Disability Award and Financial Benefits
- New Veterans Charter (NVC) Budget Allocation (Coding for Medical Assessments/Exams/Reports and Associated Travel)
- Obtaining a Client File Number
- One Dollar (\$1) Contribution Arrangements
- Order for accessing sources of payment for treatment benefits and services
- Overseas Service Veterans Who Apply for Contract or Departmental Beds (Veterans Independence Program and Long Term Care)
- Payment of Health Premiums or Fees
- Pension Disease Classification Manual
- Pension Officer Reference Manual
- POC 1 - Protective Helmets
- POC 5 - In-Home Venipuncture (Blood Collection) Services
- POC 6 - EDTA Intravenous Chelation Therapy

***Info Source: Sources of Federal Government and Employee Information***

- POC 7 - Blood Pressure Monitor
- POC 7 - Cold Air Mask
- POC 7 - Electric Blanket
- POC 7 - Glucose Meter
- POC 7 - Hydrocolloidal Gels
- POC 7 - Massage Unit (Portable and hand-held)
- POC 7 - Medical Alert Identification
- POC 7 - Needleless Syringe
- POC 7 - Neuro-muscular Electrical Stimulator
- POC 7 - Pre-medicated Bandages
- POC 7 - Skin Graft Product (Apligraf)
- POC 7 - Transcutaneous Electrical Nerve Stimulators (TENS)
- POC 8 - Nursing Assessments - General
- POC 8 - Nursing Foot Care - Licensed/Registered Practical Nurse (LPN/RPN)
- POC 8 - Nursing Foot Care (excluding Foreign Countries Operations)
- POC 8 - Nursing Foot Care Registered Nurse (RN)
- POC 8 - Nursing Services: Visits
- POC 9 - Oxygen Therapy
- POC 10 - Adverse Drug Utilization Evaluation
- POC 10 - Anti-Smoking Aids
- POC 10 - Fees for Injections Administered by Pharmacists
- POC 10 - Interim Supply
- POC 10 - Marijuana for Medical Purposes
- POC 10 - More Than 100 Days Supply
- POC 10 - Non-Formulary Products
- POC 10 - Smoking Cessation Programs
- POC 12 - All Related Health Services - Initial Approval & Exceeding Frequency and Annual Dollar Limits
- POC 12 - Neurofeedback: Modality Used by Approved Health Professionals
- POC 12 - Requests for Extensions and Maintenance Therapy
- POC 13 - Computers and Robotic Equipment
- POC 13 - Cushion (Power) Lifting Chair/Easy Lift Chair with Spring Lifter Seat/Ejector Seat Chair
- POC 13 - Electrical Hospital Beds
- POC 13 - Exercise Equipment
- POC 13 - Home Adaptations
- POC 13 - Home or Self Use Neurofeedback, or EEG Biofeedback Machines
- POC 13 - Hydrotherapy Equipment
- POC 13 - In-Home Transporting/Lifting Devices, Power Mobility Equipment, Vehicle Modifications
- POC 13 - Motorized Yard Equipment
- POC 13 - Niagara Cyclo-Massage Chairs
- POC 13 - Orthopaedic/Posturepedic Mattress
- POC 13 - Passive Exercise Devices
- POC 13 - Recreational Vehicles
- POC 13 - Special Equipment - Requirement for a Minimum of Two Quotes
- POC 13 - Water Softening Devices

**Info Source: Sources of Federal Government and Employee Information**

- Power of Attorney - Alternative Arrangements Chart
- Power of Attorney (POA)/Public Trustee/Guardianship
- Pre-paid Return Envelopes for Clients
- Prescription Drugs – Non Formulary Products
- Pressure Reduction/Relief Mattresses and Overlays
- Privacy Breach Guidelines
- Privacy Breach Policy
- Privacy Impact Assessment Policy and Procedures
- Privacy Protocol for Non-Administrative Purposes
- Processing New Veterans Independence Program Applications
- Protection of Personal Information Policy and Procedures Manual
- Provider Relations Issues Workflow
- Quick Reference Guide for Vocational Rehabilitation Enhancements
- Reassessments, Amendments and Terminations of Grant Benefits
- Reassessments/Amendments
- Reconsideration of Decisions/Review of Payments for Career Transition Services
- RED ZONE REQUESTS - District Office and Head Office
- Reference Chart for Treatment Benefit Decisions Made Under the VHCRs
- Referrals to Head Office for Exceptional Health Care Services or Benefits
- Regina Risk Indicator Tool - Reestablishment (RRIT- R)
- Regina Risk Indicator Tool (RRIT)
- Rehabilitation and Vocational Rehabilitation Assistance for Out of Country Participants
- Rehabilitation Framework
- Rehabilitation Intake and Program Completion Form Implementation
- Rehabilitation Program Decision Making: Determining and Demonstrating Appropriate Evidence-based Decisions - Revised
- Rehabilitation Program: New Service Standards for 2013-2014
- Rehabilitation Program: Reminders on Eligibility Effective Dates
- Rehabilitation Services and Vocational Assistance Program: Issue Resolution, Program Inquiry and Case Consultation Request Process
- Reimbursement of Co-payments and Deductibles for Health Benefits
- Releasing CF Personnel - FHCPS Release Dates
- Releasing Medical Reports from VAC Files to Clients
- Releasing Medical Reports from VAC Files to Veterans
- Renewal of Treatment Benefits
- Requirement for the Verification of Home Adaptations
- Requirement to Access Provincial Programs
- Requirements for Decision Making and Determination of Need
- Requirements for Decision Making and Determination of Need - Annex
- Reservists – Compensation During a Period of Injury, Disease or Illness
- Residential Care Support System (RCSS) - User Manual
- Resolving Client Inquiries Related to Complex Financial Benefit Calculations
- Responding to Inquiries regarding Client Verification Letters sent out by the Medavie
- Retirement Income Security Benefit Application Process for Veterans and Survivors
- Review of Rehabilitation and Financial Benefits Decisions Under the *Canadian Forces Members and Veterans Re-establishment and Compensation Act (CFMVRCA)*

***Info Source: Sources of Federal Government and Employee Information***

- Roles and Responsibilities Case Management and Support Services Directorate, HO and Operations Support Directorate, FO
- Roles and Responsibilities: Client Service Team
- Royal Canadian Legion: How to Process a Disability Benefits Application
- (SHRs) - Digital SHR Desktop Procedures for Outside Document
- (SHRs) - Digital SHR Desktop Procedures for View Modify Users
- (SHRs) - Digital SHR Desktop Procedures for View Users
- (SHRs) - Procedures for Digital Imaging of Service Health Records (SHRs) by PWGSC in Matane, Québec
- (SHRs) – Tips
- (SHRs) Procedures for Obtaining Service Health Records
- Section 34 Financial Administration Act (FAA) Long-Term Care Large Contract Facility\* Authorization Process
- Selection of Providers and Payment of Benefits
- Service Health Records
- Service Standard Start Date Mandatory Field
- SIN used as Service Number
- Single Point of Contact (SPOC) Directive
- Social Insurance Number used as Service Number
- Status of a Earnings Loss Application - CF Veteran
- Status of a Earnings Loss Application - Survivor/Orphan
- Status of a Supplementary Retirement Benefit Application - CF Veteran or Survivor
- Status of Canadian Forces Income Support (CFIS) Application - CF Veteran or Survivor/Orphan
- Status of Canadian Forces Income Support Payment (CFIS) - CF Veteran or Survivor/Orphan
- Status of Earnings Loss Payment - CF Veteran/Survivor
- Status of Supplementary Retirement Benefit payment (SRB) - CF Veteran or Survivor
- Supporting Veterans Requiring Mental Health Services Prior to Entitlement via Disability Benefit
- Suspension of Rehabilitation or Vocational services, Cancellation or Completion of Rehabilitation or Vocational Assistance Plan & Program Eligibility
- Table of Disabilities
- The Role of Consultation in the Decision Making Process: Home Adaptations and Special Equipment under the Veterans Health Care Benefits Program
- Three year Benefit Renewal with Veterans Independence Program (VIP) Recipients
- Tracking Rehabilitation Program Costs
- Transfer of VAC Case Managed Clients Within or Outside Canada
- Transition Case Conferencing with CFHS
- Transition Interview Practice and Procedure Manual
- Transition Interview Process -Voluntary Release (Non Medical)
- Transition Interview Referral Process for Medically Releasing Reservist
- Transition Interviews- Medically Releasing CAF Members
- Treatment Benefit Proof of Payment
- Treatment Benefits or Services Inquiries Escalation Process
- Two week Turn around Time for Decisions on Completed Rehabilitation Application - Revised

**Info Source: Sources of Federal Government and Employee Information**

- VAC Casualty Support Protocol
- VAC Guideline on Disclosure of Personal Information to Members of Parliament or Senators
- VAC Guideline on Disclosure of Personal Information to the Minister
- VAC/Client Agreement Practice Guidelines
- Validation of Identity
- Veterans Independence Program - Exceptional Health Needs
- Veterans Independence Program - Guiding Questions for Determination of Need
- Veterans Independence Program 2008 Expansion
- VIP Client Overpayment - Workflow
- VIP Overpayments - Guidelines Final - June 2006
- VIP Processing Reassessments, Amendments or Terminations for Reimbursement Benefits
- VIP Provider Overpayment – Workflow
- Workload Intensity Tools: Quality Assurance Report

## **5.0 Additional Information**

Information on how to file a request under the *Access to Information Act* or *Privacy Act* or view completed access to information summaries and privacy impact assessment summaries is available on the Access to Information and Privacy page under "Related Links" <http://www.veterans.gc.ca/eng/department/organization/atip>.

For any information requests of a general nature, please contact the Department as follows or visit: <http://www.veterans.gc.ca/eng/contact>

Communications Division  
Veterans Affairs Canada  
PO Box 7700  
Charlottetown PE C1A 8M9

## **5.1 Reading Room**

In accordance with the *Access to Information Act* and the *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

Jean Canfield Building  
191 University Avenue  
Charlottetown, Prince Edward Island

**Appendix A - Personal Information Banks (PIBs)**

<b>Title of PIB</b>	<b>VAC PPU #</b>
Administration of Benefits and Services – Soldier Settlement Board and Veterans’ Land Administration	VAC PPU 350
Agent Orange ex-gratia Payment	VAC PPU 200
Canadian Forces Income Support	VAC PPU 608
Career Transition Services	VAC PPU 530
Ceremonies and Events	VAC PPU 621
Critical Injury Benefit	VAC PPU 700
Disability Awards	VAC PPU 603
Disability Pensions	VAC PPU 601
Earnings Loss	VAC PPU 607
Educational Assistance	VAC PPU 605
Electronic Identity Proving System	VAC PPU 086
Employee Medical Records at Ste. Anne’s Hospital	VAC PCE 705
Exceptional Incapacity Allowance	VAC PPU 602
Family Caregiver Relief Benefit	VAC PPU 702
Health Benefits Program - Public Service Health Care Plan (PSHCP)	VAC PPU 520
Health Care Benefits and Services	VAC PPU 295
Memorials and Cemetery Maintenance	VAC PPU 255
Mental Health	VAC PPU 320
National and International Memorials - Funeral and Burial Program	VAC PPU 260
Non-departmental Institutions – Long Term Care (LTC)	VAC PPU 619
Non-departmental Institutions - Veterans Independence Program (VIP)	VAC PPU 618
Other Allowances	VAC PPU 604
Pension Advocate Services	VAC PPU 365
Permanent Impairment Allowance and Supplement	VAC PPU 610
Public Education and Awareness	VAC PPU 620
Records of Sea Service for Canadian Merchant Seamen	VAC PPU 120
Rehabilitation Services and Vocational Assistance	VAC PPU 300
Retirement Income Security Benefit	VAC PPU 701
Ste. Anne’s Hospital	VAC PPU 280
Supplementary Retirement Benefit	VAC PPU 609
Treatment Allowance	VAC PPU 340
<i>Veteran’s Hiring Act</i> Initiative	VAC PPU 704
Veterans Independence Program - Home Care Benefits and Services	VAC PPU 616
Veterans Independence Program - Other Services	VAC PPU 617
Veterans Life Insurance	VAC PPU 035
Veterans Ombudsman Complaint and Investigation Files	VAC PPU 210
War Veterans Allowance	VAC PPU 040

## **Administration of Benefits and Services – Soldier Settlement Board and Veterans’ Land Administration**

**Description:** This bank contains information related to all aspects of the administration of benefits and services under the Soldier Settlement Board and the Veterans’ Land Administration, which provided Veterans returning home from World War II and Korea assistance and access to obtain land and housing, and provided opportunities for Veterans to settle in Canada as farmers or fisherman. Personal information may include name, contact information, biographical information, dates of birth and death, military service number, client identifier, financial information, language, signature, gender, contact person, guardian or power of attorney information, surrogate or probate information, military service information, referral details, and service provider information.

**Note:** This institution-specific personal information bank replaces the following VAC personal information banks: Eligibility, Property Purchase and Sale, and Construction - VAC PPU 060; Property Sales and Other Dispositions - VAC PPU 065; Contractual Obligations - VAC PPU 070; and Devolution of Estates - VAC MVA 075. Some documents received in Veterans Affairs Canada from the Department of National Defence (DND) may contain the Social Insurance Number (SIN) because DND personnel were required to use it as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veterans who were established in Canada under the *Soldier Settlement Act* and the *Veterans’ Land Act*, family members of those Veterans’, individuals who inherited from deceased Veterans, guardians, and individuals who exercise power of attorney.

**Purpose:** The purpose of this bank is to allow for the administration of all programs, benefits and services under the Veterans Land Administration program, including to facilitate determining eligibility for programs and services and to establish the appraisal and acquisition of property, equipment or businesses; to monitor payments, taxes, insurance, property maintenance and residence or operations as per contractual agreements; to facilitate the management, including sales and disposition, of properties and equipment acquired by the Director of the Land Administration Program; and information required for the devolution of estates to individuals entitled to inherit the agreement of sale of a deceased Veteran.

**Consistent Uses:** Information in this bank may be provided to Public Trustees, Estate Administrators, provincial taxation and registry offices, and Department of Justice Canada for the purposes of estate administration; (refer to Civil Proceedings and Legal Services, JUS PPU 010).

**Retention and Disposal Standards:** Records are retained until 14 years after the final loan payment. At this time, the legal document packets are transferred to Library and Archives Canada and the remainder of the file is destroyed.

**RDA Number:** 93/013

**Related Record Number:** VAC MVA 865, VAC MVA 870

**TBS Registration Number:** 20110522

**Bank Number:** VAC PPU 350

## **Agent Orange ex-gratia Payment**

**Description:** This bank describes information about individuals who applied for / were eligible for the Agent Orange ex-gratia payment. Personal information collected may include name; maiden name (if applicable); aliases; dates of birth and death; cause of death; death certificate; marriage, birth and/or adoption certificates; contact information; military service/regimental number; language; signature; Government of Canada pay information, to establish employment; employee personnel information including service dates and posting at Canadian Forces Base Gagetown; client identifier information; civilian employment records at Canadian Forces Base Gagetown; opinion of, or about, individuals; medical diagnosis and supporting medical information; proof of civilian residency; information of primary caregiver, including name (maiden name, if applicable), aliases, contact information and date of birth; guardian or power of attorney information; if applicable, proof of civilian residency for eligibility purposes could include: Statistics Canada/census Registration Numbers, income tax returns, land deeds, mortgages, leases, wills, bonds, legal correspondence, water or utility records, banking records, vehicle Registration Number or church records; affidavits/sworn statements.

**Note:** Revised in 2012 to update common language data elements and provide additional clarification. Information may be stored in Veterans Affairs Canada's (VAC's) physical and electronic systems including: Client Service Delivery Network (CSDN). Some documents received in VAC, from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Canadian Forces Members who trained at or were posted to Canadian Forces Base Gagetown (CFB Gagetown), Federal Government employees, civilian contractors or civilians who were posted or were employed at or lived in CFB Gagetown; in 1966 and 1967 and civilians who lived in a community within five kilometres of CFB Gagetown in 1966 and 1967. May also include the applicant's representative, physician, power of attorney and/or caregiver.

**Purpose:** Information was used to support the decision making process and to administer the Agent Orange ex-gratia payments. Personal information was collected pursuant to Order in Council P.C. 2007-1326 September 10, 2007, and Order in Council P.C. 2010-1607 December 9, 2010.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Name, client identifier, and contact information may be shared with Public Works and Government Services Canada (PWGSC) to support the issue and post-issue of payments required by the Receiver General of Canada payment function; refer to institution-specific personal information bank. Standard Payment System - PWGSC PPU 085.

**Retention and Disposal Standards:** Records are retained for 25 years after a decision and/or settlement has been made on the file and then sent to Library and Archives of Canada for archival preservation.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 640

**TBS Registration Number:** 007309

**Bank Number:** VAC PPU 200

## **Canadian Forces Income Support**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for benefits under the Canadian Forces Income Support (CFIS) program. The personal information may include name; contact information; biographical information; date of birth; date of death; death certificate; educational information collected for dependants over 18 and attending post-secondary education in cases of continuing a claim upon the death of the member/Veteran or in cases of “lifetime claims” – in such cases, family information is only collected in cases when the applicant is the spouse/common law partner or orphans (i.e. where the death of the CF member or Veteran is related to service); financial information; confirmation of receipt/decision of Service Income Security Insurance Plan (SISIP); employee identification number as referenced on pay stubs/statements of remuneration; language; opinion of, or about, individuals; gender; signature; Social Insurance Number (SIN); Old Age Security Number (OAS); guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, including the Earnings Loss and Rehabilitation Program – to determine eligibility to CFIS and determine employment goals, Earnings Loss Benefit, Disability Pension and Disability Award – to determine eligibility of spouse/common-law partner and dependent children. Client identifier information; dependent children information, including confirmation of whether a child has a physical or mental incapacity; marital status; date of marriage or date cohabitation began with common law; spouse/common law partner information, including date of separation, if applicable and relevant details of living arrangements; job search activities – including employment seeking, education/training and past work experiences, circumstances that may interfere with the ability to accept employment, proof of job search efforts.

**Note:** Revised in 2015. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who have applied for and/or received benefits under the Canadian Forces Income Support Program. May include, but is not limited to: Former members of the Canadian Armed Forces, eligible survivors and dependent children or orphans who live in Canada and meet income and other conditions and guardians and/or authorized representatives.

**Purpose:** The personal information is used to administer the CFIS program and determine eligibility, disburse funds and provide services. Personal information is collected pursuant to sections 76(1) and 80 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and section 30 of the Regulations. The Social Insurance Number (SIN) is collected pursuant to section 82 of the *Canadian Forces Members and Veterans Re-*

**Info Source: Sources of Federal Government and Employee Information**

*establishment and Compensation Act* and is used for data matching purposes, including income verification. The personal information is also used to make a one-time compensation payment to eligible Veterans and survivors for disability pension offsetting under section 6 of the *Budget Implementation Act*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments (refer to Receiver General Payments- PWGSC PCU 712. In accordance with an established Memorandum of Understanding, the SIN and other personal information may be shared with Canada Revenue Agency (CRA) to facilitate income verification (refer to CRA institution-specific personal information bank, Individual Returns and Payment Processing – CRA PPU 005). In accordance with an established Memorandum of Understanding, the SIN or OAS Account Number and other personal information may be shared with Employment and Social Development Canada (ESDC) to facilitate income verification. In exchange, ESDC will provide income data for Guaranteed Income Supplement or Allowance (ALW) purposes, OAS and CPP Entitlement information and other personal information to assess CFIS eligibility and provide accurate payments in a timely manner. (Refer to the ESDC personal information bank HRSDC PPU 380 – Income Security Programs Enterprise Data Base). Personal information obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Document Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Records will be retained for seventy-eight (78) years after the date of birth of the Veteran and are then destroyed. CSDN information is held for six years after the date of death or ninety years after the date of birth of the client or survivor where there is no activity on the file or, where eligible dependents exist, six years after eligibility ends.

The retention schedule for paper records created for Disability Pension Offset payments, which are deemed as archival and will be transferred into the ownership of Library and Archives Canada at the end of their retention period, is to be determined.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 845, VAC MVA 820, VAC MVA 825, VAC MVA 830, VAC MVA 875

**TBS Registration Number:** 20120411

**Bank Number:** VAC PPU 608

### **Career Transition Services**

**Description:** This bank describes information that is used in support of Career Transition Services. The information is about individuals who applied for and/or receive Career Transition Services that will assist them in having the knowledge, skills and plan necessary to prepare for and obtain suitable civilian employment. The personal information may include name; maiden name (if applicable); contact information; biographical information; date of birth; date of death; death certificate; educational information; employment history; signature; language; marital status; opinion of or about individuals; validation of identity documentation; job search activities; military service number; military service information, including years of service, date of release, rank, and unit; Canadian Forces Base address; military occupation structure identification (MOS ID); military personal resume record (MPRR); eligibility information related to the Service Income Security Insurance Plan (SISIP); eligibility information related to the Canadian Forces Income Support (CFIS) program; release instructions; proof of completion of basic training; client identifier information; client progress reports and evaluations; provider information, including name, address and GST number; direct deposit information.

**Note:** Revised in 2013. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990. Class of Individuals: Veterans of the Canadian Forces (Regular and Reserve) and/or survivors.

**Purpose:** The personal information is used to determine eligibility for and administer career transition services. Personal information is collected pursuant to sections 3-5 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and its accompanying *Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Information such as name, address, client identifier and eligibility information may also be shared with other VAC programs, referencing the following institution specific personal information banks: Rehabilitation Program (VAC PPU 300), Canadian Forces Income Support (VAC PPU 608). Personal information, including Service Health

### ***Info Source: Sources of Federal Government and Employee Information***

Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments; (refer to Receiver General Payments - PWGSC PCU 712). By Order in Council 2011-1348, Employment and Social Development Canada (ESDC) -- formerly Human Resources and Skills Development Canada (HRSDC) -- may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. Military service information provided may be verified via DND (Refer to Personnel Files – Training – DND PPE 842, Canadian Forces Member Personnel Information File – DND PPE 818, Human Resources Management Information System (HRMS) – DND PPE 805, Unit Military Personnel Bank - DND PPE 836).

**Retention and Disposal Standards:** Paper information maintained on the Central Processing Centre file will be retained for 78 years after DOB of client and then destroyed. Electronic information retained in CSDN for 6 years after DOD, or 90 years after DOB of client or survivor or 6 years after end of eligibility period for dependents and then destroyed.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 825, VAC MVA 830, VAC MVA 845

**TBS Registration Number:** 005509

**Bank Number:** VAC PPU 530

### **Ceremonies and Events**

**Description:** This bank describes information that is used in support of remembrance related ceremonies and events to recognize and honour Canada's war dead and Veterans, in Canada and overseas. The bank also describes personal information used to provide honours and awards (war medals), including the Minister of Veterans Affairs Commendation. The personal information may include: name, contact information, citizenship status, language, biographical information, relationship to Veteran, dates and places of birth and death, medical information, physical attributes relating to medical needs, military service information including service number and rank, client identifiers including War Veterans Allowance number and other identification numbers, decision and entitlement information, medals and awards information, opinions and views of or about individuals, contact information, emergency contact information (may include neighbor), passport information, travel information, special needs information, and signature. Youth participant, caregiver and delegate information may include name, date and place of birth, name of school, contact information, relation to former or still serving Canadian Armed Forces (CAF) members, travel and passport information, contact information including neighbours and friends, language and signature.

**Note:** Revised in 2015. Information may be stored in VAC's physical and electronic systems including the Awards Application Program, as well as the Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account. A website application for the Bomber Command Bar and the Korean

**Info Source: Sources of Federal Government and Employee Information**

War Veterans Certificate is available on the VAC website. The information gathered will be stored electronically in a Novell application that was designed for VAC Honours and Awards. Some documents received in Veterans Affairs Canada from the Department of National Defence may contain the Social Insurance Number because Department of National Defence personnel were required to use it as their personal identification number between 1960 and 1990.

**Class of Individuals:** The general public, Canadian Veterans, family members, designated caregivers of Veterans, youth, CAF members, media representatives, Veterans organization representatives, Members of Parliament, VAC medical personnel and staff, Veterans of the Allied Forces, Nursing Sisters, representatives of Veterans organizations, representatives from various levels of government abroad and foreign dignitaries.

**Purpose:** Personal information is collected pursuant to Order-in-Council P.C. 1948 -811 and Order-in-Council P.C. 1965-688 which assigns the Minister of Veterans Affairs Canada the responsibility for "Ceremonies at the 1914-1918 National War Memorial, Remembrance Ceremonies in connection with the war dead outside of Canada, and National Services in Canada to commemorate the war dead, or related subjects." It is used to coordinate all aspects of leading and supporting remembrance ceremonies and events, in Canada or overseas; as well as to determine eligibility for the honours and awards program and to issue and distribute medals and awards, including replacement honours and awards, to eligible Veterans or family members to acknowledge those who serve Veterans with the Minister of Veterans Affairs Commendation.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information is used to arrange overseas travel for delegates participating in overseas ceremonies and events. Information is disclosed to third parties/other government institutions as required for the purposes of planning safe, stress-free, harmonious travel experiences for all delegates. Delegates' medical information is shared with Veterans Affairs medical staff to identify any health related issues and travel requirements. Names, passport information, special needs requirements, and other relevant information may be shared with travel and event coordinators and their partners, namely: municipal organizations, Veterans organizations, the Department of National Defence, and Foreign Affairs Trade and Development Canada, the Royal Canadian Mounted Police, and officials of foreign governments. Some information gathered about Veterans and other individuals, in relation to commemorative events, with appropriate consent, may also be posted on VAC's Internet or Intranet site, or disclosed through media releases. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits, or for commemorative activities, where applicable. Name, service number, military rank, service information and family information may be shared with Library and Archives Canada and the Department of National Defence to request service records, which are reviewed to determine eligibility for Honours and Awards (refer to institution-specific personal information banks: Military Personnel Bank – LAC PPU 024 and History, Heritage and Honours DND PPE 823). Service history and documents and personal information found on nomination forms for the Minister of Veterans Affairs Commendation may also be used to determine eligibility.

**Retention and Disposal Standards:** Information related to small scale events is retained as active for 4 years after the current year. The information is then retained as

**Info Source: Sources of Federal Government and Employee Information**

semi-active for 5 years and then destroyed. Electronic information pertaining to the Canada Remembers program held in the CSDN as part of the individual client record will be retained for 6 years after DOD, or 90 years after DOB of client or survivor or 6 years after end of eligibility period for dependents. The retention period for personal information collected with regards to honours and awards is still under development.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 755, VAC MVA 735, VAC MVA 745

**TBS Registration Number:** 002280

**Bank Number:** VAC PPU 621

### **Critical Injury Benefit**

**Description:** This bank describes information that is used in support of determining eligibility for the Critical Injury Benefit. The information is about individuals who applied for and/or received an award in recognition of a severe, sudden and traumatic injury or developed an acute disease caused by a sudden and single, service-related incident which immediately resulted in a severe impairment and interference in quality of life. The personal information may include: name; maiden name (if applicable); other names being used; contact information; date of birth; decision and/or entitlement information about individuals may be received from other VAC programs; official language for correspondence; identifying numbers; biographical information; medical information; personal opinions/views about the applicant; guardian or power of attorney information; direct deposit information; name and contact information for medical practitioner (if applicable); signature. If approved, individuals may be asked to provide documentation to prove their identity (such as a driver's license or passport) and financial details to enable direct deposit of their benefit.

**Note:** Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client-initiated actions and responses made through My VAC Account; Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the social insurance number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who applied for and/or received an award in recognition of a severe, sudden and traumatic injury or developed an acute disease caused by a sudden and single, service-related incident which immediately resulted in a severe impairment and interference in quality of life; medical practitioners, guardians and individuals who exercise power of attorney, and third party service providers or representatives.

**Purpose:** The personal information is used to administer the Critical Injury Benefit, determine eligibility and process payment(s), where required. Personal information is collected pursuant to sections 44.1, 44.2 and 44.3 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act (CFMVRCA)*, as well as the associated *Canadian Forces Members and Veterans Re-establishment and Compensation Regulations*. Adjudication of the benefit may be made without an individual completing an application pursuant to section 44.3 of the *CFMVRCA*. Section 80 of the *CFMVRCA* provides information sharing authority upon which government institutions and agencies can rely.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure are limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and medical information may be shared with other VAC programs to determine eligibility for benefits under those programs: reference the following institution-specific personal information banks: Rehabilitation Services and Vocational Assistance (VAC PPU 300), Earnings Loss (VAC PPU 607), Permanent Impairment Allowance and Supplement (VAC PPU 610), Non-departmental Institutions – Long Term Care (VAC PPU 619), Veterans Independence Program – Home Care Benefits

**Info Source: Sources of Federal Government and Employee Information**

and Services (VAC PPU 616), Veterans Independence Program – Other Services (VAC PPU 617), Non-departmental Institutions – Veterans Independence Program (VAC PPU 618), Ste. Anne’s Hospital (VAC PPU 280), War Veterans Allowance (VAC PPU 040), Disability Awards (VAC PPU 603), Disability Pensions (VAC PPU 601), Exceptional Incapacity Allowance (VAC PPU 602), Treatment Allowance (VAC PPU 340), Other Allowances (VAC PPU 604). Name, service number, service information, medical information and any relevant information in support of the claim may be shared with the Veterans Review and Appeal Board (VRAB) in support of the reviews and appeals process; (VRAB – Reviews and Appeals – VRAB PPU 080) and (Bureau of Pensions Advocates – VAC PPU 365). Personal information, including service health records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established memorandum of agreement, for the purpose of creating a digital image of the record for use by VAC (refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada (ESDC) may provide services on behalf of VAC. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance, retrieval, delivery and destruction services of VAC records. Personal information may be shared with other VAC programs for commemorative activities, where applicable. Personal information such as name, contact information, service information, health and financial information obtained by VAC may be shared with a contracted third party for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Original documents received and scanned by the Document Imaging Solutions Centre in Matane are stored onsite in Matane in accordance with the established agreement with PWGSC until such time as authorization for disposal is provided by VAC. Records on the Head Office file will be retained for six (6) years after the date of death of the Veteran or surviving spouse and then destroyed. If the date of death is not known, the retention period is 90 years after the date of birth provided there is no activity on the file. Electronic information created as part of a client file in VAC’s Client Service Delivery Network will be retained until 6 years after the Date of Death (DoD) of the Veteran or survivor or until 90 years after the Date of Birth where DoD is unknown and there is no activity on the file.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 890, VAC MVA 680, VAC MVA 715, VAC MVA 820, VAC MVA 830, VAC MVA 845, VAC MVA 855, VAC MVA 875, VAC MVA 880

**TBS Registration Number:** 20150184

**Bank Number:** VAC PPU 700

## **Disability Awards**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for benefits under the Disability Award program. The information is about individuals who applied for and/or received a disability award in recognition of death, detention and the non-economic effects of service-related disabilities including pain and suffering, functional loss and the effects of permanent impairment on the lives of Canadian Forces members, Veterans and their families. The personal information may include name; maiden name (if applicable); contact information; date and place of birth; birth certificate; date and place of death; death certificate; educational information is collected for dependants over 18 and attending post-secondary education in cases of continuing a claim upon the death of the member/Veteran or the Death Benefit or Disability Award claim is submitted after the death of the CF member or Veteran; financial information; income is collected of Canadian Forces Members and Veterans or their survivor in relation to Workers Compensation and similar compensation received for the same disability; income collected for incapacitated children; language; opinion of, or about, individuals; medical information; other identification numbers for the purpose of

**Info Source: Sources of Federal Government and Employee Information**

validation of identify for first time applicants; employee personnel information; physical attributes; signature; aliases; accident and injury information; medical reports, medical assessments, hospital and surgical reports in relation to the claimed conditions; quality of life assessments; guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, such as decisions on eligibility of spouse/common law partner and orphans if already rendered for the purposes of another VAC program with the same eligibility criteria for spouse/common law partner and orphans; military service number, military service information; client identifier information; information on orphans; marital status; spouse/common law partner information, as described in the Disability Pension PIB, VAC PPU 601; witness statements; Member's Personnel Record Resume (MPPR); direct deposit information.

**Note:** Revised in 2012 to describe only the Disability Awards, bank was formerly called: Disability and Death Benefits, Special Awards and Allowances, Prisoner of War and Detention Compensation – VAC PPU 215. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/ contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Medical condition, medical code, entitlement, assessment, type of service under which the decision was rendered is stored in the Federal Health Claims Processing System (FHPCS). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Former and still serving members of the Canadian Forces, survivors, medical practitioners, guardians and individuals who exercise power of attorney and third party service providers.

**Purpose:** The personal information is used to administer the disability awards program and determine eligibility for the program, disburse funds and provide supports and services, if applicable. Personal information is collected pursuant to the *Canadian Forces Members and Veterans Re-establishment and Compensation Act and Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and medical information may be shared with other VAC programs to determine eligibility for benefits under those programs: reference the following institution- specific personal information banks: Rehabilitation (VAC PPU 300), Permanent Impairment Allowance and Supplement (VAC PPU 610), Non-departmental Institutions - Long Term Care (VAC PPU 619), Veterans Independence Program (VIP) – Home Care Benefits and Services (VAC PPU 616), Veterans Independence Program– Other Services (VAC PPU 617), Non departmental Institutions – Veterans Independence Program (VIP) (VAC PPU 618), Ste. Anne's Hospital (VAC PPU 280), War Veterans Allowance (VAC PPU 040), Disability Pension (VAC PPU 601), Exceptional Incapacity Allowance (VACPPU 602), Treatment Allowance (VAC PPU 340), Other allowances (VAC PPU 604). Name, client identifier and Veteran's medical information, including relevant service information of the Veteran/Member and assessment details, required to determine eligibility for the

### ***Info Source: Sources of Federal Government and Employee Information***

orphan, may be shared with the Educational Assistance Program(VAC PPU 605). Name, service number, service information, medical information and any relevant information in support of the claim, may be shared with the Veterans Review and Appeal Board (VRAB) in support of the Reviews and Appeals process, (VRAB - Reviews and Appeals - VRAB PPU 080) and (Bureau of Pension Advocates VAC PPU 365). Name, service number, medical code, medical code description and effective date of benefits may be shared with the Department of National Defence (DND) to enable Canadian Forces medical authorities to assess and respond to members' health needs; (refer to Medical Records - DND PPE 810). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments; (refer to Standard Payment System - PWGSC PPU 085). Name, client identifier, date of death, spouse/common law information and contact information of next of kin, may be shared with the Last Post Fund to determine eligibility for benefits under the Veterans Burial Regulations (Funeral and Burial Program - VAC PPU 260). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information may be collected by Citizen Service Officers in Service Canada Centres, HRSDC, acting as a receiving agent on behalf of VAC (Refer to HRSDC Bank Number: HRSDC PPU 701); information may include: name, contact information, dates and places of birth and death, biographical information, aliases, language, signature, military service number, employee number or other identification numbers, military or other service information, witness statements, quality of life assessments, financial information, medical information, marital status and dependant information (may include divorce, separation and custody documents), and citizenship status. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then are destroyed. If date of death is unknown, records are retained for 90 years after the date of birth.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 875, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 745, VAC MVA 820, VAC MVA 825, VAC MVA 830, VAC MVA 845, VAC MVA 855, VAC MVA 860, VAC MVA 880

**TBS Registration Number:** 20120246

**Bank Number:** VAC PPU 603

### **Disability Pensions**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for benefits under the Disability Pension program. The information is about individuals who applied for and/or received a disability pension in recognition of a service related disability and/or death. The personal information may

**Info Source: Sources of Federal Government and Employee Information**

include name; maiden name (if applicable); contact information; biographical information; citizenship status - for supplementary claims only; date and place of birth; birth certificate; date and place of death; death certificate; educational information is collected for dependants over 18 and attending post-secondary education; employee personnel information; financial information; income is collected of Canadian Forces Members and Veterans in relation to Workers Compensation and similar compensation received for the same disability; income collected for incapacitated children and survivors; language; opinion of, or about, individuals; medical information; other identification numbers for the purpose of validation of identify for first time applicants; physical attributes; signature; aliases; accident and injury information; medical reports, medical assessments, hospital and surgical reports in relation to the claimed conditions; quality of life assessments; guardian or power of attorney information; executors; decision and/or entitlement information about individuals may be received from other VAC programs, including the Disability Awards Program; military service number; military service information; client identifier information; dependent children information, which may include custody documents, full name, relationship, date of birth, school status, name and address of the person with whom child lives, if other than applicant, indicator if dependent child is disabled; marital status; spouse/common law partner information, which may include divorce or separation documents, reason for separation, length of time continuously lived together, full name and maiden name (if applicable), the date of marriage or date common-law relationship began, date of birth of spouse or common-law partner, living arrangements, spouse/common law partners VAC disability or survivor benefits history and their file number and service number; witness statements; information on Veterans' proof of support of spouses/partners and dependent children; information on dependent children's/orphans' natural parents; direct deposit information; Member's Personnel Record Resume (MPPR).

**Note:** Revised in 2012 to describe only the Disability Pensions Program, bank was formerly called: Disability and Death Benefits, Special Awards and Allowances, Prisoner of War and Detention Compensation – VAC PPU 215. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/ contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Medical condition, medical code, entitlement, assessment, type of service under which the decision was rendered is stored in the Federal Health Claims Processing System (FHPCS). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veterans who served in the First World War, Second World War, the Korean War, Allied Veterans, Merchant Navy Veterans, Special Duty Service Veterans, former and still serving members of the Canadian Forces, Royal Canadian Mounted Police, eligible civilians, survivors and dependent children or orphans, primary caregivers, medical practitioners, guardians and individuals who exercise power of attorney and third party service providers or representatives.

**Purpose:** The personal information is used to administer the disability pension program and determine eligibility, disburse funds and provide services under the disability pension program. Personal information is collected pursuant to the *Pension Act*; *Civilian War-Related Benefits Act*; *Royal Canadian Mounted Police Superannuation Act*; *Royal Canadian Mounted Police Pension Continuation Act*; *Halifax Relief Commission Pension Continuation*

**Info Source: Sources of Federal Government and Employee Information**

*Act; Injured Military Members Compensation Act; Award Regulations; Education Assistance Act, Compensation for Former Prisoners of War Act, Flying Accident Compensation Regulations; Newfoundland Act; Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act.*

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and medical information may be shared with other VAC programs to determine eligibility for benefits under those programs: reference the following institution- specific personal information banks: Rehabilitation (VAC PPU 300), Earnings Loss (VAC PPU 607), Permanent Impairment Allowance and Supplement (VAC PPU 610), Non-departmental Institutions - Long Term Care (VAC PPU 619), Veterans Independence Program (VIP) – Home Care Benefits and Services (VAC PPU 616), Veterans Independence Program - Other Services (VAC PPU 617), Non departmental Institutions - Veterans Independence Program (VIP) (VAC PPU 618), Ste. Anne's Hospital (VAC PPU 280), War Veterans Allowance (VAC PPU 040), Disability Award (VAC PPU 603), Exceptional Incapacity Allowance (VAC PPU 602), Treatment Allowance (VAC PPU 340), Other allowances (VAC PPU 604). Name, client identifier and Veteran's medical information, including relevant service information of the Veteran/Member and assessment details, required to determine eligibility for the orphan, may be shared with the Educational Assistance Program(VAC PPU 605). Name, service number, service information, medical information and any relevant information in support of the claim, may be shared with the Veterans Review and Appeal Board (VRAB) in support of the Reviews and Appeals process; (VRAB - Reviews and Appeals - VRAB PPU 080) and (Bureau of Pension Advocates VAC PPU 365). Name, service number, medical code, medical code description and effective date of benefits may be shared with the Department of National Defence (DND) to enable Canadian Forces medical authorities to assess and respond to members' health needs; (refer to Medical Records - DND PPE 810). Name, regimental number, home province, medical disability description, and assessment percentage level of disability may be shared with the Royal Canadian Mounted Police (RCMP) pursuant to the Memorandum of Understanding between VAC and the RCMP, for the purpose of enabling RCMP medical authorities to assess and respond to Members' health needs (RCMP Member Service Records - RCMP PPE 802 and Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities - RCMP PPE 808). Death attributable information may be shared with the Royal Canadian Mounted Police (RCMP) for the purpose of enabling the RCMP to initiate payment under their Survivor Income Plan. Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments; (refer to Standard Payment System - PWGSC PPU 085). Name, client identifier, date of death, spouse/common law information and contact information of next of kin, may be shared with the Last Post Fund to determine eligibility for benefits under the Veterans Burial Regulations (Funeral and Burial Program - VAC PPU 260). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital

**Info Source: Sources of Federal Government and Employee Information**

Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information may be collected by Citizen Service Officers in Service Canada Centres, HRSDC, acting as a receiving agent on behalf of VAC (Refer to HRSDC Bank Number: HRSDC PPU 701); information may include: name, contact information, dates and places of birth and death, biographical information, aliases, language, signature, military service number, employee number or other identification numbers, military or other service information, witness statements, quality of life assessments, financial information, medical information, marital status and dependant information (may include divorce, separation and custody documents), and citizenship status. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records for clients who served in the South African War will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents / incapacitated children and then transferred to Library and Archives of Canada for archival preservation. If date of death is unknown, records are retained for 90 years after the date of birth. Records for clients with service other than the South African War will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then are destroyed. If date of death is unknown, records are retained for 90 years after the date of birth.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 820, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 745, VAC MVA 830, VAC MVA 845, VAC MVA 855, VAC MVA 860, VAC MVA 875, VAC MVA 880

**TBS Registration Number:** 20120247

**Bank Number:** VAC PPU 601

### **Earnings Loss**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for benefits under the Earnings Loss program. The personal information may include name; contact information; biographical information; date of birth; date of death; dependent children information, including confirmation of whether or not a dependent child has a physical or mental incapacity; educational information collected for dependants over 18 and attending post-secondary education in cases of continuing a claim upon the death of the member/Veteran or in cases of "lifetime claims" – in such cases, family information is only collected in cases when the applicant is the spouse/common law partner or orphans (i.e. where the death of the CAF member or Veteran is related to service); financial information; confirmation of receipt/decision of Service Income Security Insurance Plan (SISIP); employee identification number as referenced on pay stubs/statements of remuneration; language; opinion of, or about, individuals; gender; signature; Social Insurance Number (SIN); guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, including the Rehabilitation Program – decision on eligibility and termination of the Rehabilitation Program, decision on Total and Permanent Incapacity (TPI), decisions on Disability Pensions (including additional pension for spouse/common-law partner and dependants), Disability Benefits decision (Disability

**Info Source: Sources of Federal Government and Employee Information**

Pension and Disability Awards) on death being related to service and on eligibility of spouse/common-law partner and orphans. Military service number; military service information; client identifier information; dependent children information – only in cases where the death of the CAF member or Veteran is related to service and the Earnings Loss Benefit is therefore payable to the surviving spouse/common-law partner and orphans; marital status; spouse/common law partner information; Member's Personnel Record Resume (MPRR).

**Note:** Revised in 2015. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who have applied for and/or received benefits under the Earnings Loss Program may include, but is not limited to: Former members of the Canadian Armed Forces, eligible survivors and dependent children or orphans of a CAF member or Veteran who died due to a service-related injury or disease; or a non-service-related injury or disease aggravated by service, and guardians and/or authorized representatives.

**Purpose:** The personal information is used to administer the earnings loss program and determine eligibility, disburse funds and provide benefits. Personal information required for the administration of the Earnings Loss Benefit is collected under the authority of sections 76(1) and 80 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and section 17 of the Regulations. The Social Insurance Number (SIN) is collected pursuant to section 82 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and is used for data matching purposes, including income verification. In accordance with the *Income Tax Act*, the SIN is also used to issue income reporting slips, where applicable, to individuals. The personal information is also used to make a one-time compensation payment to eligible Veterans and survivors for disability pension offsetting under section 6 of the *Budget Implementation Act*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and eligibility may be shared with other VAC programs to determine eligibility for benefits under those programs: reference the following institution-specific personal information banks: Rehabilitation Services and Vocational Services (VAC PPU 300), Disability Award (VAC PPU 603). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments; (refer to Receiver General Payments – PWGSC PCU 712. Data elements may be shared with SISIP to facilitate and support the harmonization of services to mutual clients and to make informed decisions and avoid duplication of services regarding client needs which are addressed between two different agencies (VAC and SISIP). The SIN and personal identifiers may be shared with the Canada Revenue Agency (CRA) and the Province of Quebec. In accordance with an established Memorandum of Understanding, the SIN and

### ***Info Source: Sources of Federal Government and Employee Information***

other personal information may be shared with CRA to facilitate income verification (refer to CRA institution-specific personal information bank, Individual Returns and Payment Processing – CRA PPU 005). In accordance with an established Memorandum of Understanding the SIN, and other personal information may be shared with Employment and Social Development Canada (ESDC) to facilitate income verification. In exchange, ESDC will provide confirmation of the Canada Pension Plan (CPP) gross payment amount to ensure EL benefit payments are accurate and are provided in a timely manner. (Refer to the ESDC personal information bank HRSDC PPU 380 – Income Security Programs Enterprise Data Base). Personal information obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Document Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Records will be retained for seventy-eight (78) years after the date of birth of the Veteran and are then destroyed. CSDN information is held for six years after the date of death or ninety years after the date of birth of the client or survivor where there is no activity on the file or, where eligible dependents exist, six years after eligibility ends.

The retention schedule for paper records created for Disability Pension Offset payments, which are deemed as archival and will be transferred into the ownership of Library and Archives Canada at the end of their retention period, is to be determined.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 845, VAC MVA 820, VAC MVA 830, VAC MVA 875

**TBS Registration Number:** 20120410

**Bank Number:** VAC PPU 607

### **Educational Assistance**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for grants under the Educational Assistance program. The information is about individuals who applied for and/or received an educational assistance grant. The personal information may include name; maiden name (if applicable); aliases; contact information; date of birth; birth certificate; date of death; death certificate; educational information is collected for dependants over 18 and attending post-secondary; language; opinion of, or about, individuals; other identification numbers for the purpose of validation of identify for first time applicants; guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, such as Disability Pension, Disability Award, Earnings Loss Benefit and the Canadian Forces Income Support Benefit to obtain parental information; Veterans/Members military service number and military service information; client identifier information; direct deposit information; signature.

**Info Source: Sources of Federal Government and Employee Information**

**Note:** Revised in 2012 to describe only the Educational Assistance, details were formerly within: Disability and Death Compensation – Non-Pension Related Compensation – VAC PPU 345. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Orphans of members and Veterans of the Canadian Forces, survivors, medical practitioners, guardians and individuals who exercise power of attorney.

**Purpose:** The personal information is used to administer the Educational Assistance Program which compensates, through a grant, eligible dependants of Canadian Forces members and Veterans for the effects of a service related death. Personal information is collected pursuant to the *Children of Deceased Veterans Education Assistance Act and Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and program eligibility may be shared with other VAC programs: reference the following institution-specific personal information banks: Disability Pension (VAC PPU 601), Disability Awards (VAC PPU 603). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments; (refer to Standard Payment System - PWGSC PPU 085). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** VAC MVA 875, VAC MVA 820, VAC MVA 845

**TBS Registration Number:** 20120407

**Bank Number:** VAC PPU 605

### **Electronic Identity Proving System**

**Description:** This bank describes information collected to validate the identity of first time users of online services. The Personal Statement of Identity received by Veterans Affairs Canada includes name, contact information, date of birth, gender, an Access Key ID associated with the user's e-pass and the Veterans Affairs Canada client file number is also captured by the system.

**Note:** Revised in 2011.

**Class of Individuals:** Veterans Affairs Canada clients using online services.

**Purpose:** To validate the Personal Statement of Identity received from Canada Revenue Agency for first time users of Veterans Affairs Canada on-line services.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for a period of 2 years after the last administrative action and then destroyed.

**RDA Number:** 98/001

**Related Record Number:** VAC MVA 295, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 820, VAC MVA 825, VAC MVA 830, VAC MVA 845, VAC MVA 855, VAC MVA 860, VAC MVA 875

**TBS Registration Number:** 007074

**Bank Number:** VAC PPU 086

### **Employee Medical Records at Ste. Anne's Hospital**

**Description:** This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, X-rays, and treatment and counselling reports.

**Note:** Revised in 2011. Formerly VAC PCE 738. Persons seeking access to this information must supply their full name, date of birth and location of the record sought.

**Class of Individuals:** Federal public servants, former public servants and prospective public servants at Ste. Anne's Hospital.

**Purpose:** The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/ entitlements and to manage injury-on-duty cases.

**Consistent Uses:** Administrative information may be used internally for program management purposes and for purposes of planning, evaluation and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada.

**Retention and Disposal Standards:** Under development

**RDA Number:** 98/005

**Related Record Number:** VAC MVA 715

**TBS Registration Number:** 003645

**Bank Number:** VAC PCE 705

### **Exceptional Incapacity Allowance**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for grants under the Exceptional Incapacity Allowance program.

The information is about individuals who applied for and/or received an exceptional incapacity allowance in recognition of exceptional health needs as a result of service related disabilities. The personal information may include name; maiden name (if applicable); contact information; date of birth; date of death; death certificate; language; opinion of, or about, individuals; medical information; physical attributes; signature; aliases; accident and injury information; medical reports, medical assessments, hospital and surgical reports in relation to the claimed conditions; guardian or power of attorney information; decision and/or entitlement information about individuals may be received

**Info Source: Sources of Federal Government and Employee Information**

from other Veterans Affairs Canada (VAC) programs, including the Disability Pensions, Disability Awards and Permanent Impairment Allowance decisions; military service number; military service information; client identifier information; direct deposit information.

**Note:** Revised in 2012 to describe only the Exceptional Incapacity Allowance, details were formerly within bank: Disability and Death Benefits, Special Awards and Allowances, Prisoner of War and Detention Compensation – VAC PPU 215. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veterans who served in the First World War, Second World War, the Korean War, Allied Veterans, Merchant Navy Veterans, Special Duty Service Veterans, former and still serving members of the Canadian Forces, Royal Canadian Mounted Police, eligible civilians, survivors and dependent children or orphans, primary caregivers, medical practitioners, guardians and individuals who exercise power of attorney and third party service providers or representatives.

**Purpose:** The personal information is used to administer the exceptional incapacity allowance and determine eligibility, disburse funds and provide services. Personal information is collected pursuant to the *Pension Act* and *Award Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and eligibility decision may be shared with the VAC program Permanent Impairment Allowance and Supplement (VAC PPU 610). Name, service number, service information, medical information and any relevant information in support of the claim, may be shared with the Veterans Review and Appeal Board (VRAB) in support of the Reviews and Appeals process (VRAB - Reviews and Appeals - VRAB PPU 080) and (Bureau of Pension Advocates VAC PPU 365). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments (refer to Standard Payment System - PWGSC PPU 085). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records for clients who served in the South African War will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then transferred to Library and Archives of Canada for archival preservation. If date of death is unknown, records are retained for 90 years after the date of birth. Records for clients with service other than the South African War will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then are destroyed. If date of death is unknown, records are retained for 90 years after the date of birth.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 820, VAC MVA 720, VAC MVA 745, VAC MVA 845, VAC MVA 875

**TBS Registration Number:** 20120405

**Bank Number:** VAC PPU 602

### **Family Caregiver Relief Benefit**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for benefits under the Family Caregiver Relief Program. The information is about individuals who applied for financial support for on-going informal caregiving provided without remuneration by their spouse, common-law partner, other adult family member or other adult. Personal information collected may include name, contact information, date of birth, identifying numbers, medical information, direct deposit information, personal opinions or views about the applicant, the signature of the applicant and name and date of birth of the informal caregiver.

**Note:** Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client-initiated actions and responses made through My VAC Account; Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the social insurance number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who applied for and/or received financial support under the Family Caregiver Relief Benefit; guardians and individuals who exercise power of attorney; informal caregivers.

**Purpose:** The personal information is used to administer the Family Caregiver Relief Benefit, determine eligibility and process payment(s), where required. Personal information is collected pursuant to section 65.1 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act*, as well as the associated *Canadian Forces Members and Veterans Re-establishment and Compensation Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure are limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and biographical, medical or service related information may be shared with other VAC programs to determine eligibility for benefits under those programs: reference the following institution-specific personal information banks: Rehabilitation Services and Vocational Assistance (VAC PPU 300), Mental Health (VAC PPU 320), Non-departmental Institutions – Long Term Care (VAC PPU 619), Veterans Independence Program – Home Care Benefits and Services (VAC PPU 616), Veterans

**Info Source: Sources of Federal Government and Employee Information**

Independence Program – Other Services (VAC PPU 617), Non-departmental Institutions – Veterans Independence Program (VAC PPU 618), Ste. Anne’s Hospital (VAC PPU 280), Disability Awards (VAC PPU 603), Disability Pensions (VAC PPU 601), Other Allowances (VAC PPU 604), Treatment Allowance (VAC PPU 340). Personal information, including service health records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada (ESDC) may provide services on behalf of VAC. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance, retrieval, delivery and destruction services of VAC records, where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with a third party service provider for the purpose of printing and mailing services. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities.

**Retention and Disposal Standards:** Records will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then are destroyed. If date of death is unknown, records are retained for 90 years after the date of birth. CSDN information is held for six years after date of death or ninety years after the date of birth of the client or survivor where there is no activity on the file or, where eligible dependents exist, six years after eligibility ends.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 892

**TBS Registration:** 20150186

**Bank Number:** VAC PPU 702

**Health Benefits Program - Public Service Health Care Plan (PSHCP)**

**Description:** This bank describes information that is used in support of establishing eligibility for the Health Benefits Program - Public Service Health Care Plan. The personal information may include name; contact information; biographical information; date of birth; date of death; financial information; other identification numbers; physical attributes; gender; signature; social insurance number (SIN); language; client identifier information; military service information; prior benefit coverage; indicator of coverage under the Service Income Security Insurance Plan - Long Term Disability (SISIP); information pertaining to service related rehabilitation need; dependent children information; marital status; spouse/common law information; coverage information.

**Note:** Revised in 2012. Information may be stored in VAC's physical and electronic systems including: Client Services Delivery Network (CSDN ), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who have been designated as members of the Public Service Health Care Plan (PSHCP) effective April 1, 2006. Included in this group are individuals who do not otherwise have PSHCP eligibility. These individuals may be former members of the Canadian Forces who have been approved for Long Term Disability benefits under the Service Income Security Insurance Plan (SISIP); Veterans of the Canadian Forces with a service related Rehabilitation need that has been identified by Veterans Affairs Canada; and survivors of Veterans and members of the Canadian Forces who have died as a result of military service. Also includes spouse, common law partner, dependants and survivors.

**Purpose:** The personal information is used to administer the Health Benefits Program. Personal information is collected pursuant to the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and *Veterans Health Care Regulations*. The Social Insurance Number of Quebec residents is collected pursuant to the *Income Tax Act* and are used for income tax reporting purposes.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, contact information, and eligibility status is shared with the Public Service Health Care Plan Administrative Authority and subsequently with the third party administrator of the Public Service Health Care Plan (PSHCP) for the purpose of enrolling the Veterans Affairs Canada client group into the Health Benefits Program - Public Service Health Care Plan. The effective date of coverage for the PSHCP is shared with the Department of National Defence Service Income Security Insurance Plan (SISIP) Long-term Disability Program and Major Medical Program (DND PPE 808, Insurance - Service Income Security Insurance Plan (SISIP)) to avoid duplication of coverage. Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records will be retained as active files for 71 years after the date of birth and then retained as dormant for 7 years prior to destruction.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 860, VAC MVA 820, VAC MVA 830, VAC MVA 875

**TBS Registration Number:** 007094

**Bank Number:** VAC PPU 520

### **Health Care Benefits and Services**

**Description:** This bank describes information that is related to the administration and management of Health Care benefits and services administered for Veterans Affairs Canada (VAC) by a third party service provider. Personal information may include name, contact information, gender, date of birth, date of death, military service number, client identifier, financial information, language, medical information, health related travel information and information on provincial/private health insurance, decision and

**Info Source: Sources of Federal Government and Employee Information**

entitlement information about other Veterans Affairs Canada programs, guardian and power of attorney information, service provider information, opinions and views about the individual, assessments/reports from health professionals such as, but not limited to: occupational therapists, physiotherapists, psychologists, and medical and nursing assessments.

**Note:** Revised in 2012. Information may be stored in VAC's physical and electronic systems including: Client Services Delivery Network (CSDN ), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL) and/or Federal Health Claims Processing System (FHCPS). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Persons who served in the armed forces during the First World War, Second World War, the United Nations operations in Korea, former still-serving members of the Canadian Forces and Reserve Force, Merchant Navy Veterans, eligible still-serving members of the Canadian Forces and Reserve Force, former Regular members of the Royal Canadian Mounted Police in receipt of a disability pension, and all civilian members (active or retired) who are in receipt of a disability pension. Allied Veterans, health care professionals, third party service and equipment providers, eligible civilians, guardians and individuals who exercise power of attorney.

**Purpose:** The Personal information is used to administer treatment benefits and services as well as supplementary benefits such as travel which includes determining eligibility and disbursing funds. Information is collected pursuant to the *Veterans Health Care Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, address, client identifier, dates of birth and death, medical pension codes, eligibility information may be shared with a third party service provider who administers claims adjudication and payments on behalf of Veterans Affairs Canada. Name, client identifier, contract information, client group and program eligibility codes may be shared with a third- party service provider for the purposes of printing client health cards and providing an information package to clients. Member's name, service number, medical pension description, medical pension code, effective date of pension, and Programs of Choice associated with each medical pension code may be shared with the Department of National Defence for the purpose of administering health care benefits to eligible still serving members of the Canadian Forces. Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records are retained for a period of seven (7) years after the date of the last action on the file and then are destroyed.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 860, VAC MVA 680, VAC MVA 720, VAC MVA 820, VAC MVA 830, VAC MVA 875

**TBS Registration Number:** 20110519

**Bank Number:** VAC PPU 295

### **Memorials and Cemetery Maintenance**

**Description:** This bank describes information related to individuals who died in service to Canada in times of war, military conflict and peace; the maintenance of 14 memorials and their sites, where applicable, in Europe; as well as grave markers/cemeteries of Canadian Veterans and war dead world-wide. As well, the graves of Veterans buried by the Government of Canada are maintained by Veterans Affairs Canada. Personal information may include name of Veteran; biographical information; dates and places of birth and death; employee identification number(s); military service information, including service number, military branch, rank and unit; religion; language; contact information; signature; digital information/photos/ memorabilia; and information from the Commonwealth War Graves Commission.

**Note:** Revised in 2014. This PIB incorporates elements from National and International Memorials – Veterans Affairs Canada European Operations VAC PPU 250. Information may be stored in VAC's physical and electronic systems. Information on Commonwealth war dead, including Canadians, has been collected since 1917 by the Commonwealth War Graves Commission, under the authority of the 1917 Royal Charter. The Commemoration Division began tracking the graves of those Veterans who were buried at the expense of Canada in approximately 2003. It uses the Canada Remembers Grave Tracking (CRGT) system, an application that monitors the location, condition and maintenance of the graves for which VAC is responsible. Some documents received in Veterans Affairs Canada from the Department of National Defence may contain the Social Insurance Number because Department of National Defence personnel were required to use it as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veterans, family members, next of kin, former colleagues and friends of Veterans, third party service providers, and the general public.

**Purpose:** The personal information is used to create and maintain inscriptions on memorials and markers all over the world to recognize those who died in service to Canada in times of war and peace. The personal information is collected pursuant to Order-in-Council P.C. 1965-688 which assigns the Minister of Veterans Affairs the responsibility for “the care and maintenance of the graves of former members of the armed forces of Canada who rendered outstanding service to Canada” and “the maintenance of graves and grave markers of former members of the armed forces who because of their military service were buried at the expense of Canada or whose grave markers were erected at the expense of Canada;” and “for providing, maintaining and replacing grave markers in respect of eligible Veterans” by virtue of Section 5 of the *Department of Veterans Affairs Act*; for the care and maintenance of the overseas memorials formerly entrusted to the Canadian Battle Fields Memorials Commission via Order-in-Council P.C. Order 1955-709; and for the marking and maintenance of certain Veterans’ graves under the *Veterans Burial Regulations* 2005. The information is used to maintain memorials, including the Books of Remembrance and the Canadian Virtual War

### ***Info Source: Sources of Federal Government and Employee Information***

Memorial, cemeteries and grave markers erected to honour the memory and sacrifice of those who served Canada in war, military conflict and peace.

**Consistent Uses:** The information may be used and disclosed for the following purposes: program evaluation, planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information such as name; date of death; military service information, including service number, military branch, rank and unit may be shared with cemetery maintenance contractors and the Commonwealth War Graves Commission for the purpose of maintaining inscriptions on grave markers in cemeteries, cemeteries, grave sites and monuments. Additional information, including photographs and memorabilia submitted by next of kin, community groups, museums, etc., may also be published on the VAC Web site and the Canadian Virtual War Memorial.

**Retention and Disposal Standards:** Information on memorials, grave markers, Books of Remembrance and the Canadian Virtual War Memorial is permanently displayed to the public. Supporting documentation and the electronic publication of the Canadian Virtual War Memorial will be transferred to Library and Archives Canada 10 (ten) years after the last administrative use for archival preservation. The Books of Remembrance, if ever removed from permanent display at Parliament Hill, will be transferred immediately to Library and Archives Canada for archival preservation. Cemetery maintenance case files are destroyed 15 years after VAC ceases to be responsible for the maintenance of the cemetery.

**RDA Number:** 2008/004

**Related Record Numbers:** VAC MVA 735, VAC MVA 745

**TBS Registration Number:** 20091695

**Bank Number:** VAC PPU 255

### **Mental Health**

**Description:** This bank describes information used to support the administration and management of benefits and services provided by Veterans Affairs Canada (VAC) through the Department's mental health initiatives. Personal information may include name, contact information, biographical information, biometric information, criminal history, date of birth, date of death, educational information, employee personnel information, employment equity information, financial information, gender, lifestyle, personal identification numbers (VAC file number, CSDN ID, military service number, client identifier, provincial health insurance number), preferred official language, medical and psychological information, opinions and views about the individual, physical attributes, signature, contact person, guardian and power of attorney information, military service information, referral details, hospital admission and discharge date.

**Note:** Revised in 2016. Information may be stored electronically in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN) which may include client initiated actions and responses made through My VAC Account and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Denominalized information may be stored in the Client-Reported Outcomes Monitoring Information System (CROMIS). Some documents received in Veterans Affairs Canada from the Department of National Defence (DND) may contain the social insurance number (SIN) because DND personnel were required to use it as their personal identification number between 1960 and 1990.

**Info Source: Sources of Federal Government and Employee Information**

**Class of Individuals:** War service Veterans, Canadian Armed Forces (CAF) Veterans and still-serving members; released and still-serving members of the Royal Canadian Mounted Police; spouses, common-law partners and dependents of war service and CAF Veterans and still-serving members; health care providers; mental health professionals; next of kin, caregivers, guardians and individuals who exercise power of attorney.

**Purpose:** Personal information is used for the management and administration of services and benefits provided to support clients living with mental health conditions. Information is collected pursuant to the *Canadian Forces Members and Veterans Re-establishment and Compensation Act (sections 7 to 10)*; the *Pension Act (definitions section a to h)*; and the *Veterans Health Care Regulations (sections 3 to 5)*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Information may also be used or disclosed for: continuity of care, safety or security purposes. Information such as client identifier and medical and psychological information may be shared with DND; refer to Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families - DND PPU 824; and Medical Records - DND PPE 810. Information such as name, contact information and medical and psychological information may be shared with other VAC programs to assist determining eligibility and entitlement for benefits and services and to assist in appropriate case management of client benefits. Refer to institution-specific personal information banks: Disability Awards – VAC PPU 603; Disability Pensions - VAC PPU 601; Health Care Benefits and Services – VAC PPU 295; Rehabilitation Services and Vocational Assistance - VAC PPU 300; Ste. Anne's Hospital - VAC PPU 280. Information such as name, contact information and medical and psychological information may be shared with provincially regulated mental health professionals for the purpose of service delivery. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance retrieval, delivery and destruction services of VAC records where applicable.

**Retention and Disposal Standards:** The retention period of the Regional Office file is seven (7) years after the date of last action of the file and then is destroyed. The retention period of the Centralized Processing Centre - Vocational Rehabilitation file is seven (7) years after the vocational rehabilitation is completed and all expenses are paid and then is destroyed. Electronic information is retained in CSDN for 6 years after Date of Death (DOD) or 90 years after Date of Birth (DOB) of client or survivor or 6 years after end of eligibility period for dependents and is then destroyed. The retention period for the Head Office file is 6 years after DOD or 90 years after DOB of client or survivor or 6 years after end of eligibility period for dependents and is then destroyed.

**RDA Number:**

2008/004 for records from programs provided under the *Canadian Forces Members and Veterans Re-establishment and Compensation Act*.

91/006 for records for programs under the *Pension Act* and the *Veterans Health Care Regulations*.

**Related Record Numbers:** VAC MVA 720, VAC MVA 715, VAC MVA 820, VAC MVA 830, VAC MVA 855, VAC MVA 860, VAC MVA 875, VAC MVA 880

**TBS Registration Number:** 20110380

**Bank Number:** VAC PPU 320

## **National and International Memorials - Funeral and Burial Program**

**Description:** This bank describes information about individuals who apply for / receive benefits under the Funeral and Burial Program, which is administered for Veterans Affairs Canada (VAC) by the Last Post Fund, a non-profit organization. This program provides financial assistance for the funeral, burial, cremation and grave marking of eligible Veterans. Personal information about Veterans may include name, biographical information, dates and places of birth and death, date of enlistment and discharge, country of residence at time of death (Allied veteran only), number and age(s) of dependent children at death, medical information, military service information, including service number and rank, pension number, residential address at death, service unit, signature, VAC file number, War Veterans Allowance number. Personal information about the applicants, executors, and survivors may include name, contact information, financial information, language, and signature. Additional personal information may relate to burial and grave marker information, which includes choice of cremation or casket, religion, grave identification, date of burial, name and contact information of the owner of the grave, name of the cemetery official, and contact information of the cemetery and funeral home.

**Note:** Replaces in part (sections regarding Burial and Trust Fund Benefits and Estates Information only) the following VAC personal information bank: Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information - VAC PPU 005. Some documents received in VAC from the Department of National Defence may contain the Social Insurance Number because Department of National Defence personnel were required to use it as their personal identification number between 1960 and 1990.

**Class of Individuals:** Applicants for Funeral and Burial benefits including family members, dependents, survivors, representatives, and executors of Canadian Veterans of the First and Second World Wars, of Canadian Veterans of Korea, of Veterans of the Canadian Forces who served since the Korean War and were in receipt of a Veterans Affairs benefit, and of qualified Allied Veterans.

**Purpose:** Personal information is collected pursuant to the *Department of Veterans Affairs Act* and the *Veterans Burial Regulations, 2005*, and is used to administer the funeral and burial program, which includes determining eligibility and disbursing funds.

**Consistent Uses:** The information may be used or disclosed for the following purposes: reporting to senior management and evaluation. Name, contact information, service number, eligibility for funeral and burial benefits and date of death may be shared with other branches of VAC for the administration/cessation of benefits of other programs and services; refer to the following VAC personal information banks: Ceremonies and Events - VAC PPU 621, War Veterans Allowance - VAC PPU 040, and Disability and Death Compensation - Disability and Death Benefits, Special Awards and Allowances, Prisoner of War and Detention Compensation - VAC PPU 215. The other programs this information might be shared with would depend upon the specific services and benefits the client was receiving at the time of death. The Information may be shared with the Public Trustee Estate Administrator and/or third party administrators for the administration of estates or to funeral directors for payment purposes. Details of departmental benefit status, service particulars and date of birth may be given to the Last Post Fund representatives to determine eligibility for the provision of funeral and burial assistance.

**Retention and Disposal Standards:** Files are retained for 7 years after the death of the last eligible survivor.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 745, VAC MVA 680, VAC MVA 735, VAC MVA 820, VAC MVA 875

**TBS Registration Number:** 20091696

**Bank Number:** VAC PPU 260

### **Non-departmental Institutions - Long Term Care (LTC)**

**Description:** This bank describes information that is about individuals who receive departmental support for long term care in community facilities, including facilities that have a contractual arrangement with Veterans Affairs Canada (VAC) to provide priority access to Veterans. The program supports eligible individuals who require nursing home type care to meet their needs. The program provides funding for intermediate and chronic care in community and contract beds in facilities across the country. The program works in cooperation with provincial agencies and long term care facilities to financially support eligible individuals in an appropriate long term care setting. Personal information may include name; gender; contact information; date of birth; date and place of death; military service information, including service number and rank; client identifier; citizenship status; financial information; disability entitlements, medical information, language, Social Insurance Number (SIN); Veteran's and spouse's Old Age Security (OAS) number; assessments/reports, including health authority assessments, hospital functional/capacity reports, medical and nursing reports; marital status; guardian and power of attorney information; opinions and views of, or about, individuals; private health insurance information; provincial assessment information (in-depth medical history and patterns of clients' physical, social and mental health); Long Term Care program care type; dependent children information; spouse or common law information; provincial health number; and signature. Decision and entitlement information about individuals may be received from other VAC programs, including Disability Pensions (VAC PPU 601), Disability Awards (VAC PPU 603) and the War Veterans Allowance Program (VAC PPU 040). Waitlist information from the health authority; financial information collected by the health authority in regards to provincial per diem rate for facility care; facility rates from the facility to determine what they charge client – date of admission, date of discharge, type of bed; and Canadian National Institute for the Blind (CNIB) number for those eligible for benefits under the blind exemption may also be collected.

**Note:** Revised in 2015. Information may be stored in VAC's physical and electronic systems which may include VAC staff/contracted resource initiated actions and responses: Client Service Delivery Network (CSDN), Benefits and Health Services On-line (BHSOL), Residential Care Support System (RCSS) and Treatment Eligibility Source System (TESS) – used to award/modify/verify treatment eligibility to long term care clients and Standard Pay System (SPS) used to verify cheque information. Some documents received by Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960-1990.

**Class of Individuals:** Veterans who served in the Second World War and the Korean War, Allied Veterans, Special Duty Service Veterans, Merchant Navy Veterans and Military Service Pensioners, former members of the Canadian Armed Forces, medical practitioners, eligible civilians, spouses, survivors, primary caregivers, guardians and individuals who exercise power of attorney and third party service providers.

**Purpose:** The personal information is used to administer the Non-departmental Institutions – Long Term Care (LTC) program and to determine eligibility and entitlement and to disburse funds for long term care provided in community facilities, including facilities that have a contractual arrangement with VAC. Personal information is collected pursuant to the

**Info Source: Sources of Federal Government and Employee Information**

*Department of Veterans Affairs Act* and the *Veterans Health Care Regulations* and is used to provide financial support for eligible Veterans and other individuals for long term care. VAC administers the Long Term Care program in accordance with Part III and Part IV of the *Veterans Health Care Regulations*. VAC has the authority to collect the information as it relates directly to and is required for the administration of legislatively mandated programs, namely VAC's Long Term Care program. The information is specifically related to the determination of income based eligibility for this program and the amount of accommodation and meals contributions under the *Veterans Health Care Regulations* made under the *Department of Veterans Affairs Act*. VAC has the policy authority to collect the SIN for its income and health care programs.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client. For payment purposes, name, client identifier, medical information, and information related to benefit entitlements may be shared with long term care facilities which administer long term care to eligible individuals. Name, client identifier, information on payments of benefits and services and medical information, including treatment information, may be shared with community facilities including facilities that have a contractual arrangement with VAC, including payment of such benefits and services. The Royal Canadian Legion, under contract with the Department, will collect the Veteran's name, contact information and personal needs or concerns during face-to-face visits in accordance with the Outreach and Visitation Initiative. In accordance with an established Memorandum of Understanding, and with signed consent, the SIN, surname, given name, and date of birth of the Veteran and/or spouse may be shared with the Canada Revenue Agency (CRA) to facilitate income verification for the purpose of calculating the client's accommodation and meal contribution. In exchange, CRA will provide income data to determine a Veteran's contribution to accommodation and meals. Personal information may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). The personal information is not used by PWGSC for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance, retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Physical records will be retained for seven (7) years after the date of the last action on the file and then are destroyed. Electronic records will be retained in CSDN for 6 years after DOD, or 90 years after DOB of client or survivor or 6 years after end of eligibility period for dependents.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 880, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 820, VAC MVA 855, VAC MVA 860, VAC MVA 875

**TBS Registration Number:** 20120431

**Bank Number:** VAC PPU 619

### **Non-departmental Institutions - Veterans Independence Program (VIP)**

**Description:** This bank describes information related to those individuals who apply for and/or receive intermediate care funding in community facilities through the Veterans Independence Program (VIP). The program works in cooperation with provincial agencies and long term care facilities to financially support eligible individuals in an appropriate long term care setting. Personal information may include name; gender; contact information; date and place of birth; date and place of death; military service information, including service number and rank; client identifier; citizenship status; financial information; disability entitlements; medical information; language; Veteran's and spouse's Social Insurance Number (SIN); assessments/reports, including health authority assessments, hospital functional/capacity reports, medical and nursing reports; marital status; guardian and power of attorney information; opinions and views of, or about, individuals; private health insurance information; provincial assessment information (in-depth medical history and patterns of clients' physical, social and mental health); assigned Federal Type of Care; VIP benefit and services contributions and decision history; dependent children information; spouse/common law partner/primary caregiver information may include name, contact information, date of birth, marital status, service/regimental number(s), if applicable; provincial health number; facility name and address; and signature. Decision and/or entitlement information about individuals may be received from other VAC programs, including War Veterans Allowance (VAC PPU 040), Disability Pensions (VAC PPU 601), Disability Awards (VAC PPU 603) and Other Allowances (VAC PPU 604); contact, biographical and identifying information, and information on needs may come from the Department of National Defence and the VAC Transition Interview. Waitlist information from the health authority; financial information collected by the health authority in regards to provincial per diem rate for facility care; facility rates from the facility to determine what they charge client – date of admission, date of discharge, type of bed; Canadian National Institute for the Blind (CNIB) number for those eligible for benefits under the blind exemption. The following information may be shared with Medavie Blue Cross for processing payments for long term care: Client eligibility code, Program, Veteran Supplementary fields and effective date, Veteran Pays fields (the amount that the Veteran should pay), Non-Provincially Insured Bed Fee fields and effective date, Provincial A&M Fee fields and effective date, VAC portion pay fields, Level of Care (Type II or Type III), Bed Type (departmental, contract, provincially insured, non-provincially insured), Accommodation (ward, semi-private, private), Start Date field, client facility.

**Note:** Revised in 2015. Information may be stored in VAC's physical and electronic systems which may include VAC staff/contracted resource initiated actions and responses: Residential Care Support System (RCSS), Client Service Delivery Network (CSDN), which may include VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Information may also be stored in the Federal Health Claims Processing System (FHPCS) through contract with Medavie Blue Cross. Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960-1990.

**Class of Individuals:** Veterans who served in the Second World War and the Korean War, Allied Veterans, Special Duty Service and Military Service Pensioners, former members of the Canadian Armed Forces, eligible civilians, spouses, survivors, primary caregivers, guardians and individuals who exercise power of attorney, and third party service providers.

**Info Source: Sources of Federal Government and Employee Information**

**Purpose:** The personal information is used to administer the Non-departmental Institutions - Veterans Independence Program Intermediate Care (VIP-IC) and to determine eligibility, client needs, and funding levels, and to disburse funding for intermediate care services in community facilities, while working in cooperation with provincial agencies and long term care facilities. VAC administers the Veterans Independence Program – Intermediate Care in accordance with Part II and Part IV of the *Veterans Health Care Regulations*. VAC has the authority to collect the information as it relates directly to and is required for the administration of legislatively mandated programs. The information is specifically related to the determination of income based eligibility for this program and the amount of accommodation and meals contributions under the *Veterans Health Care Regulations* made under the *Department of Veterans Affairs Act*. VAC has policy authority to collect the SIN for its income and health care programs.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, contact information, address, client identifier(s), program related annual follow up dates, domestic situation and needs, information related to benefit entitlements, service provider name and type of services received, and satisfaction with services received may be shared with an external contractor for client reimbursement purposes or for annual renewal of program benefits. Information on eligibility for VIP IC support and the amount of financial support received through the VIP IC may be shared with the facility/provincial health authority. The Royal Canadian Legion, under contract with the Department, will collect the Veteran's name, contact information and personal needs or concerns during face-to-face visits in accordance with the Outreach and Visitation Initiative. In accordance with an established Memorandum of Understanding, and with signed consent, the SIN, name, date of birth of the Veteran and/or spouse will be shared with the Canada Revenue Agency (CRA) to facilitate income verification for the purpose of calculating the client's accommodation and meal contribution. In exchange, CRA will provide personal identification information including the SIN, name, date of birth, date of death and taxpayer income (refer to CRA personal information bank Individual Returns and Payment Processing CRA PPU 005). Personal information may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). The personal information is not used by PWGSC for the purposes of making administrative decisions. Name, contact information, client identifier(s) and program-related annual follow-up dates are provided to Medavie Blue Cross in accordance with an established Service Level Agreement to provide mailout services for the annual follow-up form on behalf of VAC. Personal information may be collected by Citizen Service Officers in Service Canada Centres, HRSDC, acting as a receiving agent on behalf of VAC (Refer to HRSDC personal information bank HRSDC PPU 701 - Receiving Agent). By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance, retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and

**Info Source: Sources of Federal Government and Employee Information**

financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Physical records will be retained for seven (7) years after the date of the last action on the file and then are destroyed. Electronic records will be retained in CSDN for 6 years after DOD, or 90 years after DOB of client or survivor or 6 years after end of eligibility period for dependents.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 880, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 820, VAC MVA 855, VAC MVA 860, VAC MVA 875

**TBS Registration Number:** 20120248

**Bank Number:** VAC PPU 618

### **Other Allowances**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for other allowances that recognize and compensates eligible Veterans as well as Canadian Forces members and Veterans who applied for a disability pension prior to April 1, 2006, and civilians for the effects of a service related disability. Such other allowances may include: Clothing Allowance, Attendance Allowance, Gallantry Awards, Flying Accidents Compensation, Prisoner of War Compensation, Detention Benefit, Halifax Relief Commission. The information is about individuals who applied for and/or received an allowance/compensation in recognition of needs as a result of service-related disabilities. The personal information may include name; maiden name (if applicable); contact information; date and place of birth; date and place of death; death certificate; language; opinion of, or about, individuals; medical information; physical attributes; signature; aliases; accident and injury information; medical reports, medical assessments, hospital and surgical reports in relation to the claimed conditions; guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, including the Disability Pensions, and Disability Awards Program; military service number; military service information, which would include periods of detention, if applicable; client identifier information employee identification number; direct deposit information; marital status is collected for continuation of Attendance Allowance and Prisoner of War Compensation; spouse/common law information, as described in the Disability Pension PIB (VAC PPU 601); information on dependent children; citizenship status is collected for Prisoner of War Compensation; witness statements.

**Note:** Revised in 2012 to describe only Other Allowances, details were formerly within banks: Disability and Death Benefits, Special Awards and Allowances, Prisoner of War and Detention Compensation – VAC PPU 215 and Non-Pension Related Compensation – VAC PPU 345. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veterans who served in the First World War, Second World War, the Korean War, Allied Veterans, Merchant Navy Veterans, Special Duty Service Veterans, former and still serving members of the Canadian Forces, Royal Canadian Mounted Police,

**Info Source: Sources of Federal Government and Employee Information**

eligible civilians, survivors and dependent children or orphans, primary caregivers, medical practitioners, guardians and individuals who exercise power of attorney, representatives, Public service employees and other employees who meet the criteria under the Flying Accidents Compensation Regulations, individuals who qualified for a pension, a grant or an allowance in respect of death or injury sustained in the explosion at Halifax in 1917, and Members of the Armed Forces of Canada as defined in the Gallantry Awards Order.

**Purpose:** The personal information is used to provide information, administer benefits and disburse funds for other allowances, as identified above. Information is collected pursuant to the *Pension Act; Civilian War-Related Benefits Act; Royal Canadian Mounted Police Superannuation Act; Royal Canadian Mounted Police Pension Continuation Act; the Canadian Forces Members and Veterans Re-establishment and Compensation Act; the Flying Accidents Compensation Regulations; the Gallantry Awards Order, and the Halifax Relief Commission Pension Continuation Act.*

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and medical information may be shared with other VAC programs: Disability Pensions – VAC PPU 601 (page 41) and Disability Awards – VAC PPU 603 (page 38). Name, service number, service information, medical information and any relevant information in support of the claim, may be shared with the Veterans Review and Appeal Board (VRAB) in support of the Reviews and Appeals process (VRAB - Reviews and Appeals - VRAB PPU 080) and (Bureau of Pension Advocates VAC PPU 365). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments (refer to Standard Payment System - PWGSC PPU 085). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** 91/006: Records on the Head Office file will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then destroyed. 2008/004: Records on the Regional Office file are retained for seven (7) years after the date of death of the Veterans or surviving spouse or dependents/incapacitated children and then destroyed.

**RDA Number:** 91/006, 2008/004

**Related Record Number:** VAC MVA 820, VAC MVA 720, VAC MVA 845, VAC MVA 875

**TBS Registration Number:** 20120406

**Bank Number:** VAC PPU 604

## **Pension Advocate Services**

**Description:** This bank describes information that is used in support of the services delivered by the Bureau of Pensions Advocates (BPA), which provides legal advice, assistance, and representation before the Veterans Review and Appeal Board (VRAB) to individuals dissatisfied with decisions made with respect to their claims for disability benefits and for War Veterans Allowance appeals. Personal information may include name; contact information; biographical information; date and place of birth; date and place of death; death certificate; financial information; gender; marital status; spouse/common law information; dependent children information; opinion of, or about, individuals; photos/videos or voice recordings; accident and injury information; guardian or power of attorney information; Veterans Affairs Canada (VAC) Disability Program decision and/or entitlement information about the individual; decisions of the Veterans Review and Appeal Board about the individual; military service number; military service information; military and Royal Canadian Mounted Police (RCMP) personnel information (which may include records of attendance and leave, disciplinary actions, work arrangements, postings, appraisals); client identifier information; language; medical information; documentary evidence; witness statements; signature; and travel expenses.

**Note:** Revised in 2014. Some personal information is subject to solicitor-client privilege. Information may be stored in VAC's physical and electronic systems including: Client Services Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Canadian Armed Forces Members and Veterans, Veterans who served in the First World War, Second World War, or Korean War, Members of the Royal Canadian Mounted Police (RCMP), survivors, dependants, medical practitioners, members of Veterans' organizations, including the Royal Canadian Legion, guardian or power of attorney, witnesses and family members.

**Purpose:** The personal information is used by BPA to provide legal advice, representation, and services to people who apply for a disability pension and want to appeal the decision or assessment of the Department. Information is collected under the authority of the *Pension Act*, section 109, and the *Canadian Forces Members and Veterans Re-establishment and Compensation Act*, section 81.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Personal information may be shared with the Veterans Review and Appeal Board (VRAB) to determine eligibility for benefits and for appeal purposes; refer to the following personal information banks: Individual Case Summaries – VRAB PPU 095 and Reviews and Appeals – VRAB PPU 080. Information regarding claims and precedents may be used occasionally to support claims of a similar nature. Name, contact information and medical information may be shared with qualified medical practitioners to obtain medical opinions in support of claims and with contract commissionaires who attend VRAB Review hearings to provide a security presence, swear clients in and record proceedings.

**Info Source: Sources of Federal Government and Employee Information**

Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). By Order in Council 2011-1348, Employment and Social Development Canada (ESDC), may provide services on behalf of VAC.

**Retention and Disposal Standards:** Appeal records are retained for seven (7) years after the client's date of death (DOD) or 100 years after the client's date of birth (DOB) and then destroyed as long as there is no administrative action within 2 years. Electronic information retained in CSDN for 7 years after DOD, or 100 years after DOB of client or survivor or 7 years after end of eligibility period for dependents. Review records are retained for a period of seven (7) years after the closure of the file and then destroyed as long as there is no administrative action within 2 years.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 295

**TBS Registration Number:** 20091698

**Bank Number:** VAC PPU 365

### **Permanent Impairment Allowance and Supplement**

**Description:** This bank describes information that is used in support of determining eligibility and compensating eligible Canadian Armed Forces (CAF) Veterans with severe permanent impairments with a monthly allowance under the Permanent Impairment Allowance and/or Supplement. The personal information may include name; maiden name (if applicable); contact information; date of death; language; gender; opinions of, or about, individuals; signature; guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, including: Rehabilitation Program, decision on eligibility and decision on Total and Permanent Incapacity (TPI), Disability Pension and Disability Awards – decisions on disability (must have a permanent and severe impairment and, in relation to the impairment, have been found eligible for the Rehabilitation Program and have been approved for a Disability Pension or Disability Award in regards to the medical condition that resulted in the impairment); Social Insurance Number (SIN); military service number; client identifier information; financial information.

**Note:** Revised in 2015 and formerly called Permanent Impairment Allowance. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who have applied for and/or received benefits under the Permanent Impairment Allowance and Supplement program. May include, but is not limited to: Canadian Armed Forces Veterans

who have a condition which is causing a physical and/or mental impairment that is severe and permanent; a rehab plan that is approved by VAC for that condition and received a disability award or a disability pension related to this impairment; and guardians and/or authorized representatives.

**Purpose:** The personal information is used to administer the Permanent Impairment Allowance and Supplement program and determine eligibility, disburse funds and provide benefits. Personal information is collected pursuant to sections 76(1) and 80 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and section 40 of the Regulations and/or the *Pension Act*. The Social Insurance Number (SIN) is collected in accordance with the *Income Tax Act* to issue for income reporting purposes.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier and eligibility may be shared with the following VAC programs to determine eligibility for benefits under: Rehabilitation (VAC PPU 300), Disability Awards (VAC PPU 603) and Disability Pensions (VAC PPU 601). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments; (refer to Receiver General Payments - PWGSC PCU 712). The SIN and personal identifiers may be shared with the Canada Revenue Agency (CRA) and the Province of Quebec; refer to CRA institution-specific personal information banks, Individual Returns and Payment Processing – CRA PPU 005 for income reporting purposes. Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Document Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Records for clients who served in the South African War will be retained for six (6) years after the date of death of

**Info Source: Sources of Federal Government and Employee Information**

the Veteran or surviving spouse or dependents/incapacitated children and then transferred to Library and Archives Canada for archival preservation. If the date of death is unknown, records are retained for 90 years after the date of birth. Records for clients with service other than the South African War will be retained for six (6) years after the date of death of the Veteran or surviving spouse or dependents/incapacitated children and then are destroyed. If the date of death is unknown, records are retained for 90 years after the date of birth. CSDN information is held for six years after the date of death or ninety years after the date of birth of the client or survivor where there is no activity on the file or, where eligible dependents exist, six years after eligibility ends.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 845, VAC MVA 820, VAC MVA 830, VAC MVA 875

**TBS Registration Number:** 20120408

**Bank Number:** VAC PPU 610

### **Public Education and Awareness**

**Description:** This bank describes information about Canadians and Newfoundlanders who served in the First or Second World War, the Korean War, and other military conflicts, or during peacetime. This information is collected, compiled, maintained and used to develop resources and/or promotional materials devoted to Canadian military and remembrance. The bank may also contain contact information for educators and members of the general public who ordered print products about Canada's military history from Veterans Affairs Canada. The personal information collected about Canadians and Newfoundlanders who served in the First or Second World War, the Korean War, and other military conflicts, or during peacetime, may include name; contact information; language preference; biographical information; dates and places of birth and death; military service information including service number and rank; marital status; personal opinions and views; photos; historical accounts in audio, video or written formats; relationship to donor; and signature. The personal information collected from educators and members of the general public who order our historical and remembrance related materials may include name, contact information, school/organization affiliation and phone number.

**Note:** Revised in 2014. This PIB Incorporates elements from each of the following former PIBs Remembrance Outreach VAC PPU 225 and National and International Memorials – Veterans Affairs Canada European Operations VAC PPU 250. Information may be presented in print or electronically via DVDs, VAC's Web site and/or the internet (using links from the Military Gateway, DND Web site, social media etc.). The on-line ordering system collects contact information from the public when placing orders for VAC's learning resources and promotional products. Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990).

**Class of Individuals:** Current or former members, Veterans of the Canadian and Allied forces; families of Veterans or those who died in service; the general public, including youth; representatives of Veterans Organizations; community representatives; and educators.

**Purpose:** Personal information is collected and shared pursuant to Order-in-Council P.C. 1965-688. The information collected about Veterans and those who died in service is

**Info Source: Sources of Federal Government and Employee Information**

used to document stories of Canadian military history; these stories are made available to the public via the internet, VAC's Web site, social media, and media releases. As well, information is collected to facilitate the distribution of historical remembrance resources and promotional products to educators and members of the general public.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. The personal information may also be used to obtain permission from an individual to share his or her own photos, stories, and other personal information with the public; increase Canadians' knowledge of Canadian military history; and tell the stories of those who served Canada. Personal information, such as contact information obtained by VAC, may be shared with an external third party contractor in accordance with an established contract for the purpose of distributing learning and historical resources for VAC. As well, this information may be used to help promote and distribute historical/remembrance resources and promotional products focusing on Canadian military history and remembrance and to develop feedback tools used to obtain valuable information from individuals who have used these resources.

**Retention and Disposal Standards:** Information related to educational material, proofs, related research, and correspondence for Canada Remembers learning products is sent to Library and Archives Canada 10 (ten) years after the publication is no longer produced.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 805

**TBS Registration Number:** 20091697

**Bank Number:** VAC PPU 620

**Records of Sea Service for Canadian Merchant Seamen**

**Description:** This bank describes information that is used to provide statements of sea service to support applications for service medals and Veterans' benefits to individual merchant seamen. Personal information may include name; contact information; physical attributes, including height, weight, color of eye; nationality; fingerprints; photo; name and address of next-of-kin; dates and places of birth; record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy and seamen killed or injured on certain vessels. The records maintained cover World War II, 1939 to 1947 and a limited number of ships which operated in the Korean War, 1950 to 1953.

**Note:** Revised in 2012 to reflect common language.

**Class of Individuals:** Canadian Merchant Seamen.

**Purpose:** Personal information is collected under the authority of the *Department of Veterans Affairs Act* and is used to provide statements of sea service to support applications for service medals and Veterans' benefits to individual merchant seamen.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** VAC MVA 725, VAC MVA 735, VAC MVA 820

**TBS Registration Number:** 003736

**Bank Number:** VAC PPU 120

## **Rehabilitation Services and Vocational Assistance**

**Description:** This bank describes information that is used in support of determining eligibility for the Rehabilitation Services and Vocational Assistance Program. The personal information may include: name; maiden name (if applicable); contact information; biographical information; date of birth; date of death; language; educational information; vocational profile; gender; marital status; spouse/common law partner information, as described in the Disability Pensions PIB VAC PPU 601; Military Service Number, military occupational codes (MOC's); military service information; client identifier information; service summaries; medical information; assessments and reports, including medical reports, medical examinations, Member Personnel Record Resume (MPPR); employment history; financial information; physical attributes; opinion of, or about, individuals; guardian, representative and/or power of attorney information; other Government/agency identification, including Canada Pension Plan (CPP) Number, Provincial Workers Compensation, Service Income Security Insurance Plan (SISIP), Provincial Health Care System; and signature.

**Note:** Revised in 2015. Information may be stored in Veterans Affairs Canada's (VAC's) physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Medical/psychosocial elements, including condition, medical code, entitlement, assessment, related expenses, and type of service under which the decision was rendered, are stored in the Federal Health Claims Processing System (FHCPS) through a contract with Medavie Blue Cross. Some documents received in Veterans Affairs Canada from the Department of National Defence (DND) may contain the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veterans of the Canadian Armed Forces (CAF), spouses or common-law partners and survivors, dependents, and guardians and/or applicant representatives.

**Purpose:** Personal information is used to administer the Rehabilitation Program, determine eligibility for the program, and provide supports and services, if applicable. Personal information is collected pursuant to sections 8, 9, 11 and 12 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Information such as name, contact information, financial and medical information may be shared with an external service provider for the purpose of delivering Rehabilitation Services and Vocational Assistance to eligible participants on behalf of Veterans Affairs Canada. In accordance with applicable laws, information such as name, contact information, and medical information may be provided to qualified medical practitioners, health professionals, social agencies (established or accredited by federal or provincial law) and program administrators in order that they may adequately provide services and assistance, in support of overall client case management, needed by the individual. Information such as name, address, client identifier, dates of birth and death, and eligibility information may be shared with other programs within Veterans Affairs

**Info Source: Sources of Federal Government and Employee Information**

Canada to determine eligibility and to case manage clients; refer to the following institution-specific personal information banks: Earnings Loss (VAC PPU 607); Canadian Forces Income Support (VAC PPU 608); Supplementary Retirement Benefit (VAC PPU 609); Permanent Impairment Allowance and Supplement (VAC PPU 610); Health Benefits Program - Public Service Health Care Plan (VAC PPU 520); Health Care Benefits and Services (VAC PPU 295); Disability Awards (VAC PPU 603); Disability Pensions (VAC PPU 601); Career Transition Services (VAC PPU 530). Name, contact information, and copy of invoice for Vocational Rehabilitation payments, made by the contractor, may be shared with Public Works and Government Services Canada (refer to Receiver General Payments - PWGSC PCU 712). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada (ESDC) may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable; third party contractors authorize and process medical, psychosocial and vocational payments for clients on behalf of VAC in accordance with established MOU's and contracts; treatment plans and progress reports supporting medical, psycho-social rehabilitation and vocational rehabilitation plans may be shared with SISIP to facilitate and support the harmonization of services to mutual clients and to make informed decisions and avoid duplication of services regarding client needs which are addressed between two different agencies (VAC and SISIP) in accordance with Amendment to Program Arrangement TD 2012-3 Between Veterans Affairs Canada and The Department of National Defence and SISIP Financial Services (SISIP FS) Concerning Harmonized Rehabilitation Services. Military service and health information provided may be verified via DND (Refer to Personnel Files – Training – DND PPE 842, Health Records – DND PPE 817, Dental Records – DND PPE 811, Department of National Defence and Veterans Affairs Canada Centre for the Support of Injured and Retired Members and their Families – DND PPU 824, Canadian Forces Member Personal Information File – DND PPE 818, Human Resources Management Information System (HRMS) – DND PPE 805, Unit Military Personnel Bank - DND PPE 836, Administrative Review Case Files – DND PPE 814 and Insurance – Service Income Security Insurance Plan (SISIP) – DND PPE 808). VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance, retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** The retention period for the Regional Office file is seven (7) years after the date of last action on the file, and then the file is destroyed. The retention period for the Centralized Processing Centre - Vocational Rehabilitation file is seven (7) years after the vocational rehabilitation is completed and all expenses are paid, and then the file is destroyed. Electronic information is retained in CSDN for 6 years after DOD, or 90 years after DOB of client or survivor or 6 years after end of eligibility period for dependents and is then destroyed.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 830, VAC MVA 720, VAC MVA 820, VAC MVA 825, VAC MVA 845, VAC MVA 860, VAC MVA 875

**TBS Registration Number:** 005510

**Bank Number:** VAC PPU 300

### **Retirement Income Security Benefit**

**Description:** This bank describes information that is used in support of determining eligibility and entitlement for the Retirement Income Security Benefit (RISB) under the Financial Benefit program activity. Personal information may include name; contact information; biographical information; date of birth; date of death; employee identification number; employee personnel information; financial information; other identification number; signature; Social Insurance Number (SIN); language; marital status; living status; military service information including service number and rank; financial details regarding income sources including pension, superannuation, compensations, disability insurance, old age security, employment earnings and/or other income and other benefits entitlements; decision and/or other Veterans Affairs Canada (VAC) benefit entitlement information about some individuals may be received from other VAC benefits, including the Earnings Loss Benefit, Disability Benefits, the Permanent Impairment Allowance and/or decisions on Total and Permanent Incapacity; opinion of, or about, individuals; spouse/common law partner information.

**Note:** Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account. Some documents received in VAC from the Department of National Defence (DND) may reference the SIN as DND personnel were required to use the SIN as their personal identification number between 1960-1990.

**Class of Individuals:** Individuals who have applied for and/or received the RISB may include, but is not limited to: Veterans who have attained the age of 65 years or older who have been declared to be totally and permanently incapacitated prior to the age of 65, and who are in receipt of an Earnings Loss benefit or were determined totally disabled with the Service Income Security Insurance Plan, and who are eligible for a disability award or a disability pension; and survivors of deceased Veterans who were eligible, or would have been eligible, for an RISB at the time of their death, or survivors who are no longer eligible to receive an Earnings Loss benefit.

**Purpose:** The personal information is used to administer the RISB and determine eligibility, calculate entitlement amount and disburse funds. Personal information is collected under the authority of sections 40.1 to 40.5, and 80 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act (CFMVRCA)*. Personal information is disclosed under the authority of section 81 of the *CFMVRCA*. The SIN is collected pursuant to section 82 of the *CFMVRCA* and the *Income Tax Act* and is used for data matching purposes, including income verification and to issue income reporting slips, where applicable, to individuals.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name and client identifier and eligibility for other financial benefits may be shared for the RISB to determine the status of eligibility for retirement income security

**Info Source: Sources of Federal Government and Employee Information**

benefits: refer to Earnings Loss (VAC PPU 607) and Permanent Impairment Allowance and Supplement (VAC PPU 610). In accordance with an established Memorandum of Understanding (MOU) for income verification between Canada Revenue Agency (CRA) and VAC, the SIN, name, and date of birth of the Veteran and/or survivor might be shared with CRA to facilitate income verification for the purpose of calculating the RISB entitlement amount. In exchange, CRA will provide personal identification information including the SIN, name, date of birth and taxpayer income: refer to CRA personal information bank Individual Returns and Payment Processing (CRA PPU 005). Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada (PWGSC) for the purposes of issuing payments: refer to PWGSC personal information bank Receiver General Payments (PWGSC PCU 712). Personal information may also be shared with PWGSC, in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC: refer to PWGSC personal information bank Digital Imaging Solutions (PWGSC PCU 709). In accordance with an established MOU for the Exchange of Information Collected Under the *Canada Pension Plan* and *Old Age Security Act* in Support of Programs Administered by Veterans Affairs Canada between VAC and Employment and Social Development Canada (ESDC), the SIN and other personal information may be shared with ESDC to facilitate income verification. In exchange, ESDC will provide confirmation of the Canada Pension Plan gross payment amount to ensure RISB benefit payments are accurate and are provided in a timely manner: refer to the ESDC personal information bank Income Security Programs Enterprise Data Base (HRSDC PPU 380). By Order in Council 2011-1348, ESDC may also provide services on behalf of VAC. In accordance with an established Program Arrangement between VAC and the Department of National Defence (DND) Concerning the Disclosure of Personal Information, name, service information and other personal information may be shared with DND to provide service information in support of the RISB and to verify Canadian Forces Superannuation income. The SIN and other identifying information will be shared with PWGSC for superannuation income verification once that MOU has been created and put in place. Personal information received by the RISB may be shared with other VAC programs for case management or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance, retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information obtained by VAC may be shared with a contracted third party for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Original documents received and scanned by the Document Imaging Solutions Centre in Matane are stored onsite in Matane in accordance with the established agreement with PWGSC until such time as authorization for disposal is provided by VAC. Records on the Head Office file will be retained for six (6) years after the date of death of the Veteran or surviving spouse and then destroyed. If the date of death is not known, the retention period is 90 years after the date of birth provided there is no activity on the file. Electronic information created as part of a client file in VAC's Client Service Delivery Network will be retained until 6 years after the Date of Death (DoD) of the Veteran or survivor or until 90 years after the Date of Birth where DoD is unknown and there is no activity on the file.

**RDA Number:** 91/006

**Related Record Number:** VAC MVA 845, VAC MVA 820, VAC MVA 830, VAC MVA 875

**TBS Registration Number:** 20150185

**Bank Number:** VAC PPU 701

### **Ste. Anne's Hospital**

**Description:** This bank describes information about individuals eligible for and receiving long term and respite care and in patient and out patient care and services at Ste. Anne's Hospital - a hospital owned by Veterans Affairs Canada (VAC). Residents and clients receiving care, services and treatment at Ste. Anne's Hospital are deemed eligible for treatment at this facility through entitlement to benefits under other programs at VAC. Personal information may include name, contact information, biographical information, biometric information, citizenship status, criminal history, dates of birth and death, educational information, employee personnel information, employment equity information, financial information, gender, personal identification numbers (military service number, client identifier, VAC file number, CROMIS PIN number, RAMQ number, Old Age Security (OAS) number (of spouse and Veteran)), preferred official language, lifestyle, medical and mental health information, physical attributes, place of birth, spouse's and family members' date of birth and name, spouse's and family members' service information and number, religious denomination, guardian and power of attorney information, opinions and views of or about individuals, picture, signature and participation in the Canadian Red Cross handicraft program and the Visiting Groups Recreational Service. Decision and entitlement information about individuals may be received from other VAC programs including the Disability Pension Program, (refer to institution-specific personal information bank VAC PPU 601); the War Veterans Allowance program, (refer to institution-specific personal information bank VAC PPU 040); the Non-departmental Institutions - Veterans Independence Program (refer to institution-specific personal information bank VAC PPU 618); and the Non-departmental Institutions - Long Term Care program (refer to institution-specific personal information bank VAC PPU 619).

**Note:** Revised in 2016. Information may be stored electronically in the different Clinical and Administrative Systems used at SAH such as "Gestion informatisée du dossier médical", commonly referred to as G.I. Dossier. Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Qualified Canadian Armed Forces (CAF) Veterans including those with overseas service and service in Canada, Allied Veterans, special duty service and military service pensioners, qualified still-serving members, still-serving and former members of the Royal Canadian Mounted Police (RCMP), eligible civilians, qualified spouses and common-law partners, family members, next of kin, caregivers, guardians and/or authorized representatives, and volunteers at Ste. Anne's Hospital.

**Purpose:** Personal information is collected pursuant to the *Department of Veterans Affairs Act*, the *Veterans Health Care Regulations (sections 3 to 5)*, the *Canadian Forces Members and Veterans Re-establishment and Compensation Act (sections 7 to 10)* and the *Pension Act (definition section a to h)*. It is used to determine eligibility and entitlement for treatment and other health-related benefits and services provided at Ste. Anne's Hospital.

**Consistent Uses:** Information may be used and disclosed for planning, statistical, research, development, safety or security purposes, audit, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Information may be shared with other VAC programs including the Disability Pension Program (refer to institution-specific personal information

**Info Source: Sources of Federal Government and Employee Information**

bank VAC PPU 601); the War Veterans Allowance program (refer to institution-specific personal information bank- VAC PPU 040); the Non-departmental Institutions - Veterans Independence Program (refer to institution-specific personal information bank VAC PPU 618); and the Non-departmental Institutions - Long Term Care program (refer to institution-specific personal information bank VAC PPU 619); and information may be shared in support of benefits and services offered under VAC's mental health initiatives (refer to institution-specific personal information bank Mental Health - VAC PPU 320). Personal information may be shared with provincial governments, and institutions thereof, in cases of devolution or privatization of a program or activity. Name, client identifier, medical and mental health information, and information related to benefit entitlements may be shared with a third party claims administrator for payment purposes. Personal information, which may include medical and/or mental health information and financial information, may be shared with the RCMP, DND, provincial health care facilities and the Public Curator, with the individual's consent, to ensure provision of continued health care and services. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance retrieval, delivery and destruction services of VAC records where applicable.

**Retention and Disposal Standards:** Records will be retained for 10 years after date of death or discontinued service as long as two years have elapsed with no administrative action on the file.

**RDA Number:** 2008/004

**Related Record Numbers:** VAC MVA 715, VAC MVA 680, VAC MVA 720, VAC MVA 820, VAC MVA 855, VAC MVA 875, VAC MVA 880

**TBS Registration Number:** 20110520

**Bank Number:** VAC PPU 280

### **Supplementary Retirement Benefit**

**Description:** This bank describes information that is used in support of determining eligibility and compensating eligible Canadian Armed Forces (CAF) Veterans for the Supplementary Retirement Benefit (SRB). The SRB recognizes lost opportunities to contribute to retirement pensions. The personal information may include name; maiden name (if applicable); contact information; date of birth; date of death; language; opinion of, or about, individuals; signature; Social Insurance Number (SIN); guardian or power of attorney information; decision and/or entitlement information about individuals may be received from other VAC programs, including: Rehabilitation Program, decision on Total and Permanent Incapacity (TPI), Earnings Loss Benefit - date of eligibility and decision on termination, calculation of Earnings Loss Benefit during the entire duration of the benefit (amount payable before considering other income); military service number; client identifier information; marital status - spouse/common law partner information only in cases where the spouse/common law partner is the applicant; financial information.

**Note:** Revised in 2015. Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who have applied for and/or received benefits under the Permanent Impairment Allowance and Supplement program. May include, but is not

**Info Source: Sources of Federal Government and Employee Information**

limited to: Canadian Armed Forces (CAF) Veterans and eligible survivors of a CAF Member or Veteran, and guardians and/or authorized representatives.

**Purpose:** The personal information is used to administer the Supplementary Retirement Benefit program and determine eligibility, disburse funds and provide benefits. Personal information is collected pursuant to sections 76(1) and 80 of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* and section 28 of the Regulations. The Social Insurance Number (SIN) is collected in accordance with the *Income Tax Act* to issue income reporting slips, where applicable, to individuals.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments (refer to Receiver General Payments - PWGSC PCU 712). The SIN and personal identifiers may be shared with the Canada Revenue Agency (CRA) and the Province of Quebec; refer to CRA institution-specific personal information banks, Individual Returns and Payment Processing – CRA PPU 005. Personal information obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Document Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage, maintenance retrieval, delivery and destruction services of VAC records where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Shared Services Canada in accordance with an established Service Level Agreement for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Records will be retained for seventy-eight (78) years after the date of birth of the Veteran and are then destroyed. CSDN information is held for six years after the date of death or ninety years after the date of birth of the client or survivor where there is no activity on the file or, where eligible dependents exist, six years after eligibility ends.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 845, VAC MVA 830

**TBS Registration Number:** 20120409

**Bank Number:** VAC PPU 609

### **Treatment Allowance**

**Description:** This bank describes information used in support of determining eligibility and entitlement for treatment allowances. The information is about individuals who are hospitalized or receiving outpatient care for their pensioned condition and are eligible to receive an additional treatment allowance. The personal information may include name; maiden name (if applicable); aliases; contact information; date of birth; date of death and death certificate; language; opinion of, or about, individuals; physical attributes; signature; military service number; military service information; client identifier; financial

**Info Source: Sources of Federal Government and Employee Information**

information; medical information; accident and injury information; medical reports, medical assessments, hospital and surgical reports in relation to the claimed conditions; information on Common Law/Spouse; information on Dependants; guardian and/or power of attorney information; information and decisions related to entitlement for Disability Pensions.

**Note:** Revised in 2012. Information may be stored in Veterans Affairs Canada's (VAC's) physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff / contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Veteran Pensioners, Civilian Pensioners, Military Service Pensioners, Red Cross Pensioners, Flying Accident Pensioners, Special Duty Service Pensioners, former Royal Canadian Mounted Police (RCMP) Members, who qualify for a disability pension in accordance with the Pension Act and medical practitioners. Spouse / Common Law spouse, Survivors and dependent children or orphans, primary caregivers, medical practitioners, guardians and individuals who exercise power of attorney and third party service providers or representatives.

**Purpose:** The personal information is used to administer, and determine eligibility and entitlement for, Treatment Allowances. Personal information is collected pursuant to the *Veterans Health Care Regulations* - sections 9, 10 & 13(2)(c); and *Veterans Treatment Regulations* - sections 54 & 55.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, contact information, client identifier, entitlement amounts and direct deposit instructions may be shared with Public Works and Government Services Canada for the purposes of issuing payments (refer to Standard Payment System - PWGSC PPU 085). Personal information, including Service Health Records, obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records will be retained for seven (7) years after the date of the last action on the file and then are destroyed.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 820

**TBS Registration Number:** 20110379

**Bank Number:** VAC PPU 340

### ***Veterans Hiring Act Initiative***

**Description:** This bank describes information that is used in support of determining an individual's eligibility for priority hiring into the public service. The personal information collected includes: name, contact information, biographical information, date of birth, medical information, client identifiers (employee identification number, military service number, employee number), language, opinions of or about individuals, signature; entitlement information may be received from other VAC programs including Disability Pension and Disability Award.

**Note:** Information may be stored in VAC's physical and electronic systems including: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or VAC staff/contracted resource initiated actions and responses made through Benefits and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Individuals who have applied for determination by VAC regarding whether their medical release from the Canadian Armed Forces is attributable to their service; representatives, as assigned by the applicant.

**Purpose:** Personal information is collected under the authority of subsection 39(1) of *the Public Service Employment Act*. The personal information will be used to determine whether an individual has been medically released from service for reasons which VAC deems to be attributable to service.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy; however, if additional applications for VAC benefits/services are received, the biographic, medical and service information may be made available to other VAC programs. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Where applicable, refer to the following institution specific PIBs: Disability Awards (VAC PPU 603), Disability Pensions (VAC PPU 601), War Veterans Allowance (VAC PPU 040), Mental Health (VAC PPU 320), Rehabilitation Services and Vocational Assistance (VAC PPU 300), Veterans Independence Program - Home Care Benefits and Services (VAC PPU 616), Veterans Independence Program - Other Services (VAC PPU 617), Health Care Benefits and Services (VAC PPU 295), and Non-Departmental Institutions: Veterans Independence Program (VAC PPU 618). Personal information obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution-specific personal information bank, PWGSC PCU 709 – Document Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, Employment and Social Development Canada may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. VAC has contracted an authorized and approved third party, located in Canada, to provide transportation, storage,

***Info Source: Sources of Federal Government and Employee Information***

maintenance, retrieval, delivery and destruction services of VAC records. Personal information, such as name, contact information, service information, health and financial information obtained by VAC may be shared with a contracted third party, for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Under development

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 825

**TBS Registration:** 20150203

**Bank Number:** VAC PPU 704

**Veterans Independence Program - Home Care Benefits and Services**

**Description:** This bank describes information related to those individuals who apply for and/or receive support under Veterans Independence Program (VIP) Home Care Benefits and Services. Home Care Benefits and Services include health and support services, personal care services, housekeeping, access to nutrition and grounds maintenance. Personal information may include: name(s); maiden name (if applicable); aliases; gender; contact information including phone numbers, residential and mailing address; marital status; citizenship status; language; date and place of birth; date and place of death; physical attributes; guardian or power of attorney information; signature; financial information; medical information; assessment of difficulties performing tasks within the home; residence information; accident and injury information; assessments and reports - occupational therapist/area counsellor/nursing/provincial assessments (which may include an in-depth medical history and patterns of individuals' physical, social and mental health and functioning, caregivers, and support services); VIP benefit and services contributions and decision history; Veteran's and spouse's Old Age Security (OAS) number; opinion of, or about, individuals; military service information, including service number and rank; client identifier information; Survivor's proof of eligibility of Disability Tax Credit (DTC) or Guaranteed Income Supplement (GIS); in support of Survivors application for Housekeeping and Grounds Maintenance - Veteran's information at the time of death, including living arrangements, Veteran's history of VIP housekeeping, grounds maintenance services, War Veterans Allowance or Disability Pensions benefits; survivor information may include: name, contact information, date of birth, wage/remuneration details for providing care to the Veteran, type of care provided, length of time continuously lived together, survivor's residence information, assessment of need for housekeeping and/or grounds maintenance services, health condition(s) in relation to the application for housekeeping and/or grounds maintenance, and details of insured service provider under a provincial health care system or private insurance policy, including the maximum payable; spouse/common law or primary caregiver information may include: name, contact information, date of birth, marital status, service/regimental number(s), if applicable; direct deposit information; confirmation of ongoing eligibility of the Veteran or Primary Caregiver, including living arrangements and any changes to such arrangements, type of residence, description of the assistance required to perform day to day activities, self assessment of physical and mental health and the impacts related to VIP services, health issues that may result in the need for additional VIP services, as well as the Veteran and Primary Caregivers opinion of, or about services being funded through VIP. Decision and/or entitlement information about individuals may be received from other VAC programs, including War Veterans Allowance (VAC PPU 040), Disability Pension (VAC PPU 601), Disability Awards (VAC PPU 603) and

**Info Source: Sources of Federal Government and Employee Information**

Other Allowances (VAC PPU 604); Contact, biographical and identifying information, and information on needs may come from the Department of National Defence and the VAC Transition Interview.

**Note:** Revised in 2012 to describe only the VIP – Home Care Benefits and Services, bank was formerly called: Long Term Care, Home Care and Other Veterans Independence Services. Information may be stored in VAC's physical and electronic systems which may include VAC staff/contracted resource-initiated actions and responses: Client Service Delivery Network (CSDN), which may include client initiated actions and responses made through My VAC Account, and/or, VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL); Benefit and Health Services On-line (BHSOL), and the Federal Health Claims Processing System (FHCPS). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960-1990.

**Class of Individuals:** Veterans who served in the First World War, Second World War and the Korean War, Allied Veterans, Special Duty Service and Military Service Pensioners, former and still-serving members of the Canadian Forces, eligible civilians, spouses, survivors and primary caregivers.

**Purpose:** The personal information is used to administer VIP Home Care Benefits and Services and to determine eligibility, client needs, funding levels, and to disburse funding for these benefits. Personal information is collected pursuant to the *Department of Veterans Act* and the *Veterans Health Care Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier, information related to benefit entitlements, service provider name and type of services received may be shared with a third party claims processor for client reimbursement purposes. Personal information obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions), PWGSC will not use the personal information for the purposes of making administrative decisions. Name, contact information, client identifier(s), program- related annual follow-up dates are provided to PWGSC in accordance with an established Service Level Agreement to provide mail-out services of the annual follow-up form on behalf of VAC. The personal information is not used by PWGSC for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information may be collected by Citizen Service Officers in Service Canada Centres, HRSDC, acting as a receiving agent on behalf of VAC (Refer to HRSDC Bank Number: HRSDC PPU 701); information may include: name, contact information, dates and places of birth and death, biographical information, aliases, language, signature, military service number, employee number or other identification numbers, military or other service information, witness statements, quality of life assessments, financial information, medical information, marital status and dependant

**Info Source: Sources of Federal Government and Employee Information**

information (may include divorce, separation and custody documents), and citizenship status. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records will be retained for 7 years after the date of the last action on the file and then are destroyed.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 855, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 820, VAC MVA 860, VAC MVA 875

**TBS Registration Number:** 20120249

**Bank Number:** VAC PPU 616

### **Veterans Independence Program - Other Services**

**Description:** This bank describes information related to those individuals who apply for and/or receive support under Veterans Independence Program (VIP) Other Services. These services include: ambulatory health care services, transportation services and home modifications. Personal information may include: name(s); aliases; gender; contact information, including phone numbers, residential and mailing address; marital status; citizenship status; language; date and place of birth; date and place of death; physical attributes; spouse/common law partner/primary caregiver information; direct deposit information; dependent children information ; guardian or power of attorney information; signature; financial information; medical information; accident and injury information; assessments and reports - occupational therapist/area counsellor/nursing/provincial assessments (which may include an in-depth medical history and patterns of individuals physical, social and mental health and functioning, caregivers, and support services); VIP benefit and services contributions and decision history; Veteran's and spouse's Old Age Security (OAS) number; opinion of, or about, individuals; military service information, including service number and rank; client identifier information; confirmation of ongoing eligibility of the Veteran or Primary Caregiver, including living arrangements and any changes to such arrangements, type of residence, description of the assistance required to perform day to day activities, self assessment of physical and mental health and the impacts related to VIP services, health issues that may result in the need for additional VIP services, as well as the Veteran and Primary Caregivers opinion of, or about services being funded through VIP. Decision and/or entitlement information about individuals may be received from other VAC programs, including War Veterans Allowance (VAC PPU 040), Disability Pension (VAC PPU 601), Disability Awards (VAC PPU 603) and Other Allowances (VAC PPU 604); Contact, biographical and identifying information, and information on needs may come from the Department of National Defence and the VAC Transition Interview.

**Note:** Revised in 2012 to describe only the VIP – Other Services, bank was formerly called: Long Term Care, Home Care and Other Veterans Independence Services, VAC PPU 285. Information may be stored in VAC's physical and electronic systems which may include VAC staff/contracted resource-initiated actions and responses: Client Service Delivery Network (CSDN), Benefit and Health Services On-line (BHSOL), and Federal Health Claims Processing System (FHCPS). Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960-1990.

**Info Source: Sources of Federal Government and Employee Information**

**Class of Individuals:** Veterans who served in the First World War, Second World War and the Korean War, Allied Veterans, Special Duty Service and Military Service Pensioners, former and still-serving members of the Canadian Forces, eligible civilians, spouses, survivors and primary caregivers.

**Purpose:** The personal information is used to administer Veterans Independence Program (VIP) Other Services and to determine eligibility, client needs, funding levels, and to disburse funding for these benefits. Personal information is collected pursuant to *Department of Veterans Act* and the *Veterans Health Care Regulations*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Name, client identifier, information related to benefit entitlements, service provider name and type of services received may be shared with a third party claims processor for client reimbursement purposes. Personal information may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions). Name, contact information, client identifier(s), program-related annual follow-up dates are provided to PWGSC in accordance with an established Service Level Agreement to provide mail-out services of the annual follow-up form on behalf of VAC. The personal information is not used by PWGSC for the purposes of making administrative decisions. By Order in Council 2011-1348, Human Resources and Skills Development Canada (HRSDC) may provide services on behalf of VAC. Personal information may be collected by Citizen Service Officers in Service Canada Centres, HRSDC, acting as a receiving agent on behalf of VAC (Refer to HRSDC Bank Number: HRSDC PPU 701); information may include: name, contact information, dates and places of birth and death, biographical information, aliases, language, signature, military service number, employee number or other identification numbers, military or other service information, witness statements, quality of life assessments, financial information, medical information, marital status and dependant information (may include divorce, separation and custody documents), and citizenship status. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable.

**Retention and Disposal Standards:** Records will be retained for 7 years after the date of the last action on the file and then are destroyed.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 855, VAC MVA 680, VAC MVA 715, VAC MVA 720, VAC MVA 820, VAC MVA 860, VAC MVA 875

**TBS Registration Number:** 20120250

**Bank Number:** VAC PPU 617

### **Veterans Life Insurance**

**Description:** This bank contains information required for the provision and administration of Veterans' life insurance programs. Personal information may include name; contact information; dates of birth and death; insurance policy number; Veterans

### **Info Source: Sources of Federal Government and Employee Information**

Affairs identification number; signature; beneficiary information; power of attorney and executor information, including name and contact information; relationship to the insured; birth certificates; War Service Gratuity forms; copy of passport; photographs; Canadian Pension Commission decisions; medical reports; cancelled cheques; wills, if there is a reference contained in it to the Life Insurance policy; letters probate and letters administration; lawyers information including name and contact information.

**Note:** Revised in 2012 to reflect common language. Veterans Affairs no longer sells life insurance to clients.

**Class of Individuals:** Veterans, widows/widowers of Veterans, qualified civilians, representatives and individuals who are authorized to administer the estate of the deceased.

**Purpose:** Personal information was collected under the authority of the *Veterans Insurance Act*, the *Veterans Insurance Regulations*, the *Returned Soldiers' Insurance Act* and the *Returned Soldiers' Insurance Regulations*, and is used to identify eligible Veterans, certain civilian personnel or widow(er)s of Veterans who contracted for life insurance under the provisions of the Acts listed above and to administer the insurance policies.

**Consistent Uses:** The policy number, value of the policy and the date of death of the insured may be shared with the beneficiaries of a policy holder and with the administrator/executor of the estate of the deceased policy holder or beneficiary to issue the death benefit payment from the life insurance policy; with the Office of the Superintendent of Financial Institutions in the annual valuation reports submitted to the Chief Actuary reporting all activity on individual policies; with Canada Revenue Agency - CRA PPU 005 (Individual Income Tax Return), for tax purposes required under the *Income Tax Act*.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** VAC MVA 030

**TBS Registration Number:** 003461

**Bank Number:** VAC PPU 035

### **Veterans Ombudsman Complaint and Investigation Files**

**Description:** This bank describes information used for the purposes of reviewing and addressing complaints from clients and their representatives, based on the provisions of the Veterans Bill of Rights. In addition, the information is used to identify and review emerging and systemic issues related to programs and services provided or administered by Veterans Affairs Canada (VAC) and to review systemic issues related to the Veterans Review and Appeal Board (VRAB). Personal information collected may include: name; contact information; date of birth; gender; language; medical information; opinion of, or about, individuals; photos, videos and/or voice recordings; signature; guardian, or power of attorney information; military service number; military service information; VAC client identifier information; subject and nature of complaint; detailed summary of complaint including locations and timelines; material given to the Ombudsman's staff by the complainant, VAC, and other persons in the course of investigations; correspondence and records of interviews with complainants; testimonials; waiver and consent forms signed by complainants and other individuals; memoranda; findings; recommendations; and OVO public consultation submissions.

**Note:** Revised in 2012. Information related to the complaint and investigation file may be stored in the following internal system/database: Ombudsman Case Tracking System (OCTS). The name, contact information, and submission of public consultation

### ***Info Source: Sources of Federal Government and Employee Information***

participants will be stored in the Office of the Veterans Ombudsman (OVO) public consultation data base. The name and submission associated with feedback on a blog or speech will be stored in the blogs or speeches database. The name and contact information associated with an individual signing up to receive the OVO Newsletter will be stored in the newsletter data base. Some documents received in Veterans Affairs Canada (VAC), from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960 and 1990.

**Class of Individuals:** Canadian Forces Members and Merchant Navy Veterans who served in the First World War, Second World War or the Korean War; certain civilians who are entitled to benefits because of their wartime service; former and still-serving members of Canadian Forces (Regular and Reserve, including those who served in Special Duty Areas); former and still-serving members of Royal Canadian Mounted Police (RCMP); survivors and dependents of military, RCMP and civilian personnel; members of an Allied Force residing in Canada or elsewhere; guardians and individuals who exercise power of attorney; and other individuals or groups (Veterans' organizations) who express their concerns.

**Purpose:** The personal information is collected to review and address complaints, initiate investigations, identify and review emerging and systemic issues related to programs and services, and to make findings and recommendations. Personal information is collected pursuant to Order in Council PC 2007-530 and the Veterans Bill of Rights. This bank is also used to support Access to Information and Privacy requests.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. The name, email address and/or mailing address of the individual may be used for mailing list purposes to send OVO Newsletters to a client. The name, telephone number, or email address of the individual may be used to send a client notification that there will be an Office of the Veterans Ombudsman outreach event held in their area. Client calls may be monitored for quality assurance purposes.

**Retention and Disposal Standards:** Under development.

**RDA Number:** Under development.

**Related Record Number:** VAC MVA 760

**TBS Registration Number:** 20090498

**Bank Number:** VAC PPU 210

### **War Veterans Allowance**

**Description:** This bank describes information about individuals who apply for/receive benefits under the War Veterans Allowance Program. Personal information may include name; contact information; dates of birth and death; military service number; client identifier information; financial information; direct deposit information; language; medical information; other identification numbers; marital status; military service information, including service number and rank; opinions and views of, or about, individuals; Veteran and spouses/common-law Social Insurance Number (SIN) and Old Age Security (OAS) Number; physical attributes; family status of applicant; Canadian National Institute of the Blind number; service history; provincial health card number; spouse/common-law information; dependent or orphan children information, including relationship, date of

**Info Source: Sources of Federal Government and Employee Information**

birth, confirmation of school status and medical certificate with confirmation of date of disability; guardian or power of attorney information; War Veterans Allowance number; gender; medical examiner reports; average monthly expenses; confirmation of ability to work; confirmation of care of children; date and places of enlistments and enrolment; country of residence at the time of service; citizenship at time of service; confirmation of disability pension awarded or lump sum paid, including what country provided the pension or lump sum; Merchant Navy Service information; income information of Veteran and spouse (gross and net monthly, annual) including copy of income tax return; OAS and Guaranteed Income Supplement and Allowance information; income supplement or allowance; Annual Income Information of Veteran, spouse/common-law; income verification, including recent cheque stubs, award letters, letters from income source stating amount or bank statements, copies of investment instruments; and signature. Decision and entitlement information about individuals may be received from other VAC programs including the Funeral and Burial program (refer to institution-specific personal information bank National and International Memorials - Funeral and Burial Program – VAC PPU 260).

**Note:** Revised in 2014. Information may be stored in VAC's physical and electronic systems which may include: Client Service Delivery Network (CSDN), client initiated actions and responses made through My VAC Account and/or VAC staff/contracted resource initiated actions and responses made through Benefit and Health Services On-line (BHSOL). Some documents received in Veterans Affairs Canada (VAC) from the Department of National Defence (DND) may reference the Social Insurance Number (SIN) as DND personnel were required to use the SIN as their personal identification number between 1960-1990.

**Class of Individuals:** Individuals who have applied for or received benefits under the War Veterans Allowance program. May include, but is not limited to Canadian Armed Forces Veterans and Merchant Navy Veterans who served in the First World War, Second World War or the Korean War; Allied Veterans with wartime service in the First World War, Second World War or Korean War who lived in Canada either before or after the war; civilians who served in close support of the Canadian Armed Forces during wartime; surviving spouses, surviving common-law partners, orphans or dependents; guardians; and individuals with authorization to act on behalf of an applicant.

**Purpose:** Personal information is collected under the authority of Section 4 of the *War Veterans Allowance Act*, and Sections 3 and 4 of the *Veterans Allowance Regulations*, and Sections 9, 9.1 and 12 of the *Civilian War-Related Benefits Act*, and is used to administer the War Veterans Allowance, which includes determining eligibility, entitlement, dispersing funds, and providing services. Section 5 of the *Department of Veterans Affairs Act*, provides the Minister with the authority to create regulations in support of the Department of Veterans Affairs. The SIN is collected pursuant to Section 30(3) of the *War Veterans Allowance Act* and by virtue of Section 57(1) of the *Civilian War-Related Benefits Act* and is used for data matching purposes, including income verification. Subsections 104(1) and 105(1) under Part 6 of the *Budget Implementation Act* provide authority for one-time payments to compensate for deductions in certain benefits and allowances that are payable under the *War Veterans Allowance Act* and the *Civilian War-related Benefits Act*.

**Consistent Uses:** Information may be used and disclosed for planning, research, development, evaluation and/or reporting of programs, policies and services. The use and disclosure is limited to VAC areas that are involved in the identified program, service and policy. Such information may also be shared with senior management. Information may also be shared to support the provision of case management services to the client, if applicable. Information in this bank may be shared with Canada Revenue Agency to assist

**Info Source: Sources of Federal Government and Employee Information**

in the collection of War Veterans Allowance overpayments; refer to institution-specific personal information bank: Debts Written Off as Uncollectible - CRA PPU 060. Name, client identifier, and contact information may be shared with Public Works and Government Services Canada (PWGSC) to support the issue and post-issue of payments required by the Receiver General of Canada payment function; (refer to the PWGSC personal information bank Receiver General Payments- PWGSC PCU 712). Name, client identifier, service number and War Veterans Allowance eligibility may be shared with other programs within VAC to determine eligibility for these programs; refer to the following VAC personal information banks: Ste. Anne's Hospital – VAC PPU 280; Health Care Benefits and Services – VAC PPU 295; Disability Pensions – VAC PPU 601; Disability Awards – VAC PPU 603; Veterans Independence Program – Home Care Benefits and Services – VAC PPU 616; Veterans Independence Program – Other Services VAC PPU 617; Non-departmental Institutions – Veterans Independence Program (VIP) – VAC PPU 618; Non-departmental Institutions – Long Term Care (LTC) – VAC PPU 619; National and International Memorials – Funeral and Burial Program – VAC PPU 260. In accordance with an established Memorandum of Understanding the SIN or OAS Account Number, and other personal information may be shared with Employment and Social Development Canada (ESDC) – formerly Human Resources and Skills Development Canada (HRSDC) -- to facilitate income verification. In exchange, ESDC will provide information related to Guaranteed Income Supplement (GIS) eligibility, OAS and CPP Entitlement information, income data used for GIS or Allowance (ALW) purposes and other personal information to assess eligibility and provide accurate and timely payments. (Refer to the ESDC personal information bank HRSDC PPU 380 – Income Security Programs Enterprise Data Base). Personal information obtained by VAC may be shared with Public Works and Government Services Canada (PWGSC), in accordance with an established Memorandum of Agreement, for the purpose of creating a digital image of the record for use by VAC (Refer to PWGSC institution specific personal information bank, PWGSC PCU 709 - Digital Imaging Solutions); PWGSC will not use the personal information for the purposes of making administrative decisions. By Order in Council 2011-1348, ESDC may provide services on behalf of VAC. Personal information received by VAC may be shared with other VAC programs to determine if individuals may be eligible for additional benefits and/or case management, mental health initiatives, or for commemorative activities, where applicable. Personal information such as name, contact information, service information, health and financial information may be shared with Canada Post in accordance with an established Memorandum of Understanding for the purpose of printing and mailing services.

**Retention and Disposal Standards:** Electronic information is held for six years after date of death or ninety years after the date of birth (of client, survivor) where there is no activity on the file or, where eligible dependents exist, six years after eligibility ends and is then destroyed. Regional Office files with related print records are held for seven years after the date of the last activity on the file and are then destroyed. The retention schedule for paper records created for Disability Pension Offset payments, which are deemed as archival and will be transferred into the ownership of Library and Archives Canada at the end of their retention period, is to be determined.

**RDA Number:** 2008/004

**Related Record Number:** VAC MVA 680, VAC MVA 715, VAC MVA 745, VAC MVA 820, VAC MVA 845, VAC MVA 855, VAC MVA 860, VAC MVA 880

**TBS Registration Number:** 003475

**Bank Number:** VAC PPU 040