



# Canada Border Services Agency



Canada

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## Access to Information and Privacy

### Info Source - Sources of Federal Government and Employee Information 2014

#### Canada Border Services Agency

#### General Information

##### Introduction to *Info Source*

*Info Source: Sources of 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](#). The [Privacy Act](#) 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 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.

#### Background

To better understand the Canada Border Services Agency (CBSA), read about its [history, including its legislative foundation](#) and [how it reports to Parliament](#).

#### Responsibilities

Read about the Canada Border Services Agency's (CBSA) [mandate, its program responsibilities and its major policies](#).

#### Institutional Functions, Programs and Activities

#### Risk Assessment

The Risk Assessment program "pushes the border out" by seeking to identify high-risk people, goods and conveyances as early as possible in the travel and trade continuum to prevent inadmissible people and goods from entering Canada. This benefits the travelling public and the trade community by enabling the Agency to focus its examination and interdiction activities on high-risk people and goods, thereby facilitating the entry of low-risk travellers and goods. The Agency uses a variety of threat and risk assessment methodologies, intelligence and supporting technologies to identify potential risks to the security and safety of people and goods.

#### CBSA Programs/Operations Systems Development

**Description:** Describes records related to the development and management of systems used by the Canada Border Services Agency's (CBSA) Programs and Operations Branches, including the Confirmation & Tracking System (CATS), the Immigration Detainees Management System (IDMS), the Immigration Mail and Courier Tracking System (IMPACT), the Integrated Customs Enforcement System (I.C.E.S.), the Enforcement Information Index System (EIIS), the Policy and Program Development Enforcement Data System, the Support System for Intelligence (SSI), the Screening Referral Request & Secure Tracking System (SSR) and the Travel and Identity Document System (TIDS).

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**Document Types:** system descriptions and test packages, evaluation reports, briefing notes, Treasury Board submissions, Memoranda of Understanding, Information Sharing Agreements, forms, instructions manuals and training materials, Privacy Impact Assessments, Threat Risk Assessments

**Record Number:** CBSA ENF 137

## Intelligence Program

**Description:** Describes records related to intelligence activities concerning individuals and entities that are of interest to the CBSA in connection to smuggling and contraband, irregular migration, immigration fraud, and inadmissibility and terrorism in support of CBSA's border enforcement mandate.

**Note:** Records may be found in the following systems: the *Intelligence Management System (IMS)*, the *Support System for Intelligence (SSI)*, the *Integrated Customs Enforcement System (ICES)*, the *Field Operations Support System (FOSS)*, the *National Case Management System (NCMS)*, the *Global Case Management System (GCMS)* and the *Canadian Police Information Center (CPIC)*.

**Document Types:** Policies, procedures, Operational Bulletins, National Directives, Alerts, Bulletins, Reports, Threat Assessments, charts, case files, Lookouts, operational and tactical intelligence analyses, screening aids, training strategies and course material, briefing material, question period cards, manuals, Memoranda of Understanding (MOU), Letters of Intent (LOI) and Written Collaborative Agreements (WCA).

**Record Number:** CBSA ENF 1401

## Intelligence Program

**Description:** This bank describes information that is about individuals suspected of involvement in contraband smuggling, money laundering, terrorist financing, immigration fraud, irregular migration, human smuggling and/or trafficking, terrorism, or other border related enforcement and security concerns. Also includes information on individuals suspected of being inadmissible to Canada. Personal information may include name, contact information, biographical information, biometric information, citizenship status, credit information, criminal checks/history, date of birth, educational information, financial information, travel/identity documents, personal identification numbers, physical attributes, place of birth, signature, import/export information, customs infractions and/or seizures, traveller history and immigration violations.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the incident and location. [All Acts and Regulations the CBSA is responsible for](#). Personal Information may be stored in the following systems: the *Intelligence Management System (IMS)*, the *Support System for Intelligence (SSI)*, the *Secure Tracking System (STS)*, the *Integrated Customs Enforcement System (ICES)*, the *National Case Management System (NCMS)*, the *Field Operations Support System (FOSS)*, the *Global Case Management System (GCMS)* and the *Canadian Police Information Center (CPIC)*.

**Class of Individuals:** General Public.

**Purpose:** Personal information is collected pursuant to the *Customs Act*, the *Immigration and Refugee Protection Act (IRPA)*, the *Customs Tariff*, the *Excise Act*, the *Excise Tax Act* the *Export & Import Permits Act*, the *Controlled Drugs and Substances Act (CDSA)* and the *Proceeds of Crime (Money Laundering) & Terrorist Financing Act* for the purposes of obtaining information on persons who are suspected of border related illegal activities, including contraband smuggling and immigration violations.

**Consistent Uses:** The information may be disclosed internally to the *CBSA Operations and Programs Branches* for the purposes of enforcement, security, audit and evaluation, briefing senior management, and policy, procedural, and training development. The information may be disclosed externally to *Citizenship and Immigration Canada (CIC)*, the *Canadian Security Intelligence Service (CSIS)* and the *Immigration and Refugee Board (IRB)* for the purposes of administering and enforcing the *Immigration and Refugee Protection Act (IRPA)*; refer to: *Immigration Case File CIC PPU 042*, *Canadian Security Intelligence Service Investigational Records CSIS PPU 045*, *Immigration Division Case Files IRB PPU 140*, *Health Canada* for the purposes of administering and enforcing the *Controlled Drugs and Substances Act (CDSA)*; refer to: *Inspectorate - Medical Devices HC PPU 405*, *Inspectorate - Natural Health Products HC PPU 406*, *Inspectorate - Pharmaceutical Drugs HC PPU 407M*, *Inspectorate - Biologics & Radiopharmaceuticals HC PPU 408*, the *Public Prosecution Service of Canada* and the *Department of Justice (DOJ)* for the purposes of prosecution and/or appeals; refer to: *Prosecutions and Prosecution-Related Activities PPSC PPU 002*, *Prosecution and Related Criminal Matters JUS PPU 015*, the *Royal Canadian Mounted Police (RCMP)* for the purposes of law enforcement; refer to: *Operational Case Records RCMP PPU 005* and the *Department of Foreign Affairs, Trade and Development (DFAIT)* for the purposes of export control. The information may also be disclosed externally with various Foreign Governments subject to multilateral Treaties, Mutual Legal Assistance Treaties, or Written Collaborative Agreements (WCA), Interpol and municipal/provincial/territorial law enforcement agencies for the purposes law enforcement.

**Retention and Disposal Standards: Customs Information:** Records will be retained for five years and will then are destroyed;  
**Immigration Information:** Under Development

**RDA Number: Customs Information:** 2000/033; **Immigration Information:** 2006/004

**Related Record Number:** CBSA ENF 137, CBSA ENF 1401

**TBS Registration:** 005187

**Bank Number:** CBSA PPU 035

### Integrated Customs Enforcement System (I.C.E.S.)

**Description:** This bank describes information on past and potential customs violators. It allows border services officers at all ports to query against a database of selected cases. The database contains subject information (Name, Date of Birth, Address, and Identification) on individuals and businesses. Commodity information, penalty information and conveyance information. This information is provided by the subject through questioning, identification, receipts and invoices. Information may also be retained in Customs Officer's notebooks - Customs form # CE1.

**Class of Individuals:** Members of the general public.

**Purpose:** The purpose is to assist border services officers in establishing the risk factor, assessing rates of duties. The information is used by the Agency for the enforcement of the Customs Act.

**Consistent Uses:** The information is used to identify individuals who have committed/or are suspected of infractions against the Customs Act, Excise Act, the Export Permits Control Act and Agriculture Canada.

**Retention and Disposal Standards:** Records will be retained for a minimum of six (6) years from the date of the offence; however, the records are not accessible after 6 years but are archived.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 004136

**Bank Number:** CBSA PPU 016

### Intelligence

The Intelligence Program collects, analyzes and distributes actionable intelligence regarding people, goods, shipments or conveyances bound for or leaving Canada to help the CBSA and other law enforcement partners identify people, goods, shipments or conveyances that may be inadmissible or pose a threat to the security of Canada. CBSA officers located within Canada, at ports of embarkation or at posts abroad assess information collected from a wide range of sources. In addition, the CBSA provides timely, accurate, strategic, operational and tactical intelligence advice to government authorities, like-minded counterpart nations and stakeholders related to threats to national security, including information on terrorism, weapons proliferation, war crimes, organized crime, smuggling, immigration fraud and irregular migration, fraudulent documentation and border enforcement. Intelligence products such as lookouts, alerts, scientific reports and threat and risk assessments inform, support and enhance the Agency's screening and targeting capabilities and other CBSA programs (such as Admissibility Determination, Criminal Investigations and Immigration Enforcement). A lookout is reliable, accurate and actionable intelligence on actual or suspected infractions or criminal activities that may result in the interception of inadmissible people. A lookout takes the form of an electronic file record. A lookout "hit" will "flag" or identify particular individuals, including corporations, and specific goods, conveyances or shipments. A lookout "hit" requires a mandatory referral to a secondary examination.

### Federal Tobacco Control Strategy (FTCS)

**Description:** Describes records relating to the Federal Tobacco Control Strategy (FTCS). May include records related to the establishment or use of electronic systems used to administer and manage this initiative including the Integrated Customs and Enforcement System (ICES), the Intelligence Management System (IMS) and Facility for Information Retrieval Management (FIRM) systems.

**Document Types:** Reports to Health Canada; Briefing Notes; Treasury Board Submission; Assessments and monitoring tools; Data on source of contraband tobacco, routing, mode of transport, modus operandi, concealment methods and high risk commercial entities as well as on individuals and groups involved in tobacco smuggling; Monthly and/or quarterly reports that provide a national overview of the contraband tobacco market; Annual assessment of the nature and extent of contraband tobacco activity at the borders, domestically and internationally.

**Record Number:** CBSA ENF 108

### Partners in Protection (PIP) Program

**Description:** Describes records relating to the Partners in Protection (PIP) Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operating Support System (ACROSS), the Customs Commercial System (CCS), Citizenship and Immigration's Field Operational Support System (FOSS), Canadian Police Information Centre (CPIC), Integrated Customs System (ICS), the Integrated Customs Enforcement System (ICES), the Intelligence Management System (IMS), Police Information Retrieval System (PIRS), Single Business Number Registration System (SBRN), Customs Management Reporting System (CMRS), and Dun & Bradstreet (D&B).

**Document Types:** Application form, Memorandum of Understanding, Site Validation reports, Risking reports, PIP Pilot Database.

**Record Number:** CBSA ENF 117

### Partners in Protection Program (PIP)

**Description:** This bank describes information that is used in support of the application process for Canadian and American companies applying for membership or to become associates in Partners in Protection (PIP), a Canada Border Services Agency

(CBSA) "trusted trader" program. Personal information may include name, contact information, date of birth, business number or GST/HST number, account security number, carrier code, Dun and Bradstreet (DUNS) number, social security number, other identification numbers related to other Canadian or American cross-border programs such as the Customs Self Assessment (CSA), Free and Secure Trade (FAST) Canada and Customs-Trade Partnership Against Terrorism (C-TPAT) identification (ID) numbers and signature.

**Note:** Information may be stored in the following internal systems/databases: PIP database. This bank describes personal information of applicants as of 2008-06-30.

**Class of Individuals:** PIP program applicants (individuals, sole proprietorships, and partnerships composed of individuals), representatives appointed to complete the application and/or act as a point of contact and company directors responsible for daily operations relevant to the PIP program.

**Purpose:** Personal information is used to administer and determine eligibility for membership to the PIP program. This involves data matching as part of the risk assessment process of the program. The sources against which personal information elements are matched are: Accelerated Customs Commercial Release System, Customs Commercial System, Integrated Customs System, Administrative Monetary Penalty System, Integrated Customs Enforcement System, Intelligence Management System, Customs Investigations Information Management System, Case Investigation National Online System, Seizure Retrieval System, Consolidated Management Reporting System, Customs Self Assessment database, Police Information Retrieval System (PIRS) and Canadian Police Information Centre systems, Field Operating Support System, Canada Revenue Agency, Dun & Bradstreet (a private company) and the Customs-Trade Partnership Against Terrorism (C-TPAT) program. Personal information is collected pursuant to section 13(2)(b) of the *Canada Border Services Agency Act*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: enforcement, security, evaluation, and statistics. Information may be used to plan awareness sessions under the PIP program. Name, contact information, Dun & Bradstreet and business numbers may be shared with Transport Canada to confirm membership status as it relates to their Air Cargo Security program. The company's legal name, business number, carrier code and address are provided to the Canada Revenue Agency to conduct a debt check. Company name, contact information, carrier code (if applicable), business number and membership status may be shared within the Canada Border Services Agency (CBSA) with the Free and Secure Trade (FAST) program, the Customs Self Assessment (CSA) program, and various Canada Border Services Agency (CBSA) Branches and staff (Border Services Officers, Commercial Officers, and Intelligence Officers) to conduct compliance, investigation and enforcement activities for the PIP program as well as carry out the mandate of the Canada Border Services Agency (CBSA). Information is used for mailing list purposes. With consent from the applicant, membership is published on the Internet.

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

**RDA Number:** Under development.

**Related Class of Record Number:** CBSA ENF 117

**TBS Registration:** 20100122

**Bank Number:** CBSA PPU 200

### National Integrated Interagency Information Program (N-III)

**Description:** Describes records related to the National Integrated Interagency Information (N-III) program led by the Royal Canadian Mounted Police (RCMP) and Public Safety Canada (PS). May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Query Tool (IQT), Police Information Retrieval System (PIRS), Police Reporting and Occurrence System (PROS), Police Information Portal (PIP), Police Records Information Management Environment (PRIME), British Columbia BC Police Records Information Management Environment (BCPRIME).

**Document Types:** Briefing Materials, Privacy Impact Assessment Addendum, Memorandum of Understanding.

**Record Number:** CBSA ENF 115

### Integrated Threat Assessment Centre (ITAC) Initiative

**Description:** Describes records related to the Integrated Threat Assessment Centre (ITAC) Initiative. This multi-departmental initiative works with centres that have a similar mandate in the United Kingdom (UK), United States (US), Australia, and New Zealand. As part of this initiative, the Canada Border Services Agency provides information and expertise in order to support the creation of the national security assessments related to terrorism, trends in terrorism, and the evaluation of security for domestic and international special events.

**Record Number:** CBSA ENF 111

### Canadian Goods Abroad Program (CGAP)

**Description:** Describes records related to the Canadian Goods Abroad Program (CGAP). May include records related to the establishment or use of electronic systems used to administer or manage the program including the Customs Commercial System (CCS).

**Document Types:** Memos and Customs Commercial System (CCS) generated documents.

**Record Number:** CBSA ADM 138

## Harmonized Risk Scoring and Advance Trade Data (HRS-ATD)

**Description:** Describes records related to Harmonized Risk Scoring and Advance Trade Data (HRS-ATD) Initiative. May include records related to the establishment or use of electronic systems used to administer or manage the program including Tactical Information Targeting Analysis and Notification System (TITAN), Accelerated Commercial Release Operations Support System (ACROSS), Business Number (BN), as well as the Electronic Data Interchange (EDI) and the Clementine simulation environment.

**Document Types:** Trade Chain Partner (TCP) documentation, Tactical Information Targeting Analysis and Notification System (TITAN), system description and test packages.

**Record Number:** CBSA ENF 109

## Targeting

The Targeting Program identifies people and goods bound for Canada that may pose a threat to the security and safety of the country. The CBSA uses a number of automated advance information sources from carriers and importers to identify people, goods and conveyances that may pose a threat to Canada. Advance Passenger Information and Advance Commercial Information provide the CBSA with electronic pre-arrival information on people and goods that can be used to perform risk assessments in advance of their arrival in Canada. Known threats are identified when there is a match against an enforcement database entry. People and goods that are identified as posing a threat to Canada are referred for verification and examination upon their arrival at a port of entry.

### Joint In Transit Targeting Initiative (JTI)

**Description:** Describes records related to the Joint In Transit Targeting Initiative. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Administrative Monetary Penalty System (AMPS), Data feed and Tactical Information Targeting Analysis and Notification System (TITAN), and all interfaced systems.

**Document Types:** AMS data feed and Tactical Information Targeting Analysis and Notification System (TITAN), system description and test packages, Memos, evaluation reports, documentation from commercial carriers, compliance reviews, and Memoranda of Understanding.

**Record Number:** CBSA ENF 113

### National Anti-Drug Strategy

**Description:** Describes records relating to the National Anti-Drug Strategy. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES).

**Document Types:** Treasury Board Submission, Baseline Study, Draft Implementation Evaluation, Draft Cost Effectiveness Study, Draft Impact Evaluation Annual Performance Report, Intelligence Report, Alerts and Bulletins

**Record Number:** CBSA ENF 114

### Food, Plant and Animal (FPA) Program

**Description:** Describes records related to the Food, Plant and Animal Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Operating Support System (ACROSS), the Advance Commercial Information System (TITAN), the Customs Commercial System (CCS) and the Facility Information Retrieval Management System (FIRM).

**Document Types:** Forms, Invoices, Travellers Interception Report, Live Animal Inspections, Entry Requirements for Wood Packaging, Schedule of Inspection Fees, Used Agricultural Equipment - Import Procedures, Memos and Memoranda of Understanding.

**Record Number:** CBSA ADM 130

### Food, Plant and Animal (FPA) Program

**Description:** This bank describes information that is used in support of the Food, Plant and Animal (FPA) Program which provides policies and procedures for inspections and import/export controls of food, plants, and animals into and out of Canada. The personal information may include name, contact information and business identification number. Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the business identification number, name and contact information.

**Class of Individuals:** General public.

**Purpose:** The personal information is used to administer the Food, Plant and Animal (FPA) Program. Personal information is collected pursuant to *Section 5* of the *Canada Border Services Agency Act*.

**Consistent Uses:** The information may be used or disclosed internally for the following purposes: enforcement, reporting to senior management, safety, security and evaluation. Personal information may also be shared with: *Canadian Food Inspection Agency (CFIA)* for the purposes of administering and enforcing CFIA legislation; refer to: *Investigations: Violations of Acts and Regulations CFIA PPU 096*; *Environment Canada* for the [purposes](#) of enforcing the *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (WAPPIITA)*; *Fisheries and Oceans Canada (DFO)* for the purposes of enforcing the *Fisheries Act and the Coastal Fisheries Protection Act*; refer to: *DFO Violations DFO PPU 460*; Personal information may also be shared with Federal, Provincial and/or Municipal law enforcement agencies for the purposes of law enforcement.

**Retention and Disposal Standards:** Records will be retained for 6 years (plus current year) are then are destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 130

**TBS Registration:** 20130230

**Bank Number:** CBSA PPU 062

## Our Missing Children Program

**Description:** Describes records related to the Our Missing Children Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), Field Operational Support System (FOSS), National Case Management System (NCMS) and the Intelligence Management System (IMS).

**Document Types:** Our Missing Children Recovery Report

**Record Number:** CBSA ENF 133

## Container Security Initiative

**Description:** Describes records relating to the Container Security Initiative (CSI). May include records related to the establishment or use of electronic systems used to administer or manage the program including the Advance Commercial Information System (TITAN), the Intelligence Management System (IMS), the Integrated Customs Enforcement System (ICES), and the Accelerated Commercial Release Operations Support System (ACROSS).

**Document Types:** Process flow charts, Agreements, CSI framework documentation, Memoranda of Cooperation, Customs Mutual Assistance Agreement (CMAA), and related Memoranda of Understanding.

**Record Number:** CBSA ENF 104

## Air Examination Program

**Description:** Describes records related to people, goods and aircraft arriving at international airports. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), Integrated Primary Inspection Line (IPIL), Secondary Processing System, Accelerated Commercial Release Operations Support System (ACROSS), Occurrence Reporting System (ORS), Integrated Border Query (IBQ), Field Operations Support System (FOSS), Computer Assisted Immigration Processing System (CAIPS), Canadian Police Information Centre (CPIC), Client Status Query (CSQ), Modern War Crimes System (MWCS), Support System for Intelligence (SSI), Global Case Management System (GCMS), Automated Fingerprint System (AFIS).

**Document Types:** Forms, manuals, policy, memoranda of understanding, passage and enforcement history.

**Record Number:** CBSA ENF 121

## Traveller Processing

**Description:** Describes records related to people, goods and conveyances arriving at Canadian ports of entry. Specific to land mode only, records also include exit information (from Canada). May include records related to the establishment or use of electronic systems used to administer or manage the program.

**Note:** Records may be stored in the following systems: the *Integrated Customs Enforcement System (ICES)*, *Integrated Primary Inspection Line (IPIL)*, *Passenger Information System (PAXIS)*, *Telephone Reporting Centre System (TRCS)*, *Secondary Processing System (SP)*, *Passage History Database (PH)*, *Occurrence Reporting System (ORS)*, *Intelligence Management System (IMS)*, *Integrated Border Query (IBQ)*, *Field Operations Support System (FOSS)*, *Computer Assisted Immigration Processing System (CAIPS)*, *Canadian Police Information Centre (CPIC)*, *National Crime Information Center (NCIC)*, *Client Status Query (CSQ)*, *Modern War Crimes System (MWCS)*, *Secure Tracking System (STS)*, *Support System for Intelligence (SSI)*, *National Case Management System (NCMS)*, *Global Case Management System (GCMS)* and the *Automated Fingerprint Identification System (AFIS)*.

**Document Types:** Forms, manuals, policy, memoranda of understanding, passage and enforcement history.

**Record Number:** CBSA ENF 129

## Traveller Processing

**Description:** This bank describes information about individuals who enter Canada by way of a Canadian port of entry. This consists of persons - including pedestrians - aboard any personal or commercial conveyances, including crew. The personal information collected may include: name, contact information, citizenship, date of birth, place of birth, gender, date and time of entry, port of entry, travel document type (e.g., passport) including identification number and country of issuance, membership program information - i.e. NEXUS, residency, and Field Operations Support System (FOSS) ID number. In the land mode, passenger vehicle license plate information is collected.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the subject and date of examination at the border as well as the location of the port of entry. Bank formerly called *CIC PPU 001*.

**Class of Individuals:** General travelling public.

**Purpose:** The personal information is used in support of the administration of traveller processing activities. The personal information captured creates a passage history and allows the CBSA to initiate "real time" queries against enforcement actions and lookouts. Personal information is collected pursuant to *R41* and *R40* of the *Immigration and Refugee Protection Regulations*.

**Consistent Uses:** The information may be used or disclosed to assist CBSA's enforcement program, for program evaluation and for reporting purposes. The information may also be disclosed in support of domestic law enforcement and other partner agencies for the purpose of administration and enforcement of Acts of Parliament.

**Retention and Disposal Standards:** Records will be retained for six years plus the current year and then are destroyed.

**RDA Number:** 2006/004

**Related Record Number:** CBSA ENF 129

**TBS Registration:** 20110290

**Bank Number:** CBSA PPU 1101

## Entry/Exit Traveller Processing

**Description:** This bank describes information about individuals who enter Canada through all modes of travel or leave Canada through automated common land border crossings between Canada and the United States (U.S.). The personal information collected may include traveller exit data elements: first/given name, middle name, last name/surname, nationality (citizenship), date of birth, gender, port of entry, travel document type (e.g., passport), travel document number, travel document country of issuance, date and time of entry. For individuals entering Canada from the U.S., this information will be collected indirectly as an extraction of the personal information currently collected as part of the CBSA's traveller processing activities. For individuals exiting Canada, this information will be collected at American land Ports of Entry and subsequently shared with Canada pursuant to an information sharing arrangement with the United States. Under the auspices of the "*Beyond the Border Action Plan*", Canada and the U.S. will share this biographic entry data such that an entry into one country is considered an exit from the other thereby establishing an integrated and coordinated approach to border management.

**Class of Individuals:** Third-country nationals, permanent residents of Canada and lawful permanent residents of the United States.

**Note:** Third-country nationals refer to persons who are not citizens of Canada or the U.S. under each country's respective laws. The use of the term third-country nationals is meant to exclude citizens of either country.

**Purpose:** The personal information is collected and used for the purposes of improving border management by enabling the CBSA to monitor the flow of persons entering and departing from Canada. In effect, this will enhance the public safety and security of Canada by increasing the effectiveness of the Admissibility Determination and Immigration Enforcement program activities by enabling these functions to better determine who has left Canada. Personal information is collected pursuant to the *Canada Border Services Agency Act subsection 5(1)*, the *Immigration and Refugee Protection Act (IRPA) subsection 4(2), paragraph 20(1)(b)* and *subsection 28(1)*.

**Consistent Uses:** The information may be used or disclosed internally for the following purposes: statistical analysis, program administration and program evaluation. The data collected regarding the class of individuals listed will be compared against extracts of immigration warrants, removal orders, and a subset of Enforcement Information Index lookouts to: facilitate the CBSA's ability to focus immigration enforcement actions and investigations on persons in Canada; and facilitate the Government of Canada's ability to determine the whereabouts of persons whom are wanted for reasons of national security, serious criminality, crimes against humanity or war crimes, and organized criminality. The data collected in this bank will be reconciled against information stored in the *Traveller Processing Personal Information Bank CBSA PPU 1101* to create a record of departures from Canada and to enable the accumulation of traveller history information. Statistical analyses of the data will be conducted to: evaluate program integrity; and gain insight into trends and patterns to inform program policy decisions. Information may also be disclosed to the United States of America - *Customs and Border Protection* for the purposes of administering and enforcing U.S. immigration laws and in support of national security. Disclosure of the information to the U.S. is completed pursuant to the *Beyond the Border Action Plan: A Shared Vision for Perimeter Security and Economic Competitiveness*. Information may also be disclosed to *Citizenship & Immigration Canada (CIC)*; refer to: *Immigration Case File CIC PPU 042*, *Royal Canadian Mounted Police (RCMP)*; refer to: *Criminal Operational Intelligence Records RCMP PPU 015* and *Canadian Security Intelligence Service (CSIS)*; refer to: *Canadian Security Intelligence Service Investigational Records CSIS PPU 045* for the purposes of immigration law enforcement.

**Retention and Disposal Standards:** Records will be retained for 75 years from the date of collection and will then be destroyed.

**RDA Number:** 2006/004**Related Record Number:** CBSA ENF 129**TBS Registration:** 20120435**Bank Number:** CBSA PPU 1202

### Marine Container Examination Program

**Description:** Describes records related to the Container Examination Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Advance Commercial Information System (TITAN), electronic targeting tools and various interface systems.

**Document Types:** Tactical Information Targeting Analysis and Notification System (TITAN), system description and test packages, Memos, Enforcement Manual Part 4 Chapter 5, documentation from commercial carriers, evaluation reports, compliance reviews, and Memoranda of Understanding.

**Record Number:** CBSA ENF 132

### Rail Contraband Examination Program

**Description:** Describes records related to the Rail Contraband Examination Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), the Customs Commercial System (CCS), the Facility Information Retrieval Management System (FIRM), the Integrated Customs Enforcement System (ICES), and Citizenship and Immigration Canada's Field Operations Support System (FOSS).

**Document Types:** Forms, Memos, Customs Enforcement Manual, Rail Examination Policy and Procedures, Briefing Notes, Ministerial Correspondence, Policies, Directives, Manuals, Operational Memoranda, Standard Operating Procedures.

**Record Number:** CBSA ENF 134

### Customs Seizure Records

**Description:** This bank describes seizure records, personal information about individuals who are suspected or known to be violators of the laws enforced in whole or in part by Agency officials. The bank also describes information on corporations companies and organizations that are known to have, or are suspected to have been involved in offences. Information may also be retained in Customs Officer's notebooks - Customs form #CE1.

**Class of Individuals:** Members of the general public.

**Purpose:** This information is used by the Agency, as well as by domestic and foreign law enforcement and investigative agencies, in the administration or enforcement of the laws especially as it concerns the laws relating to the importation and exportation of goods.

**Consistent Uses:** In detention, prevention, or suppression of criminal activity and statistical purposes.

**Retention and Disposal Standards:** Records will be maintained for a minimum of ten years and will then be destroyed.

**RDA Number:** 2000/033**Related Record Number:** CBSA ENF 121, CBSA ENF 129, CBSA ENF 132, CBSA ENF 134**TBS Registration:** 000007**Bank Number:** CBSA PPU 015

### Air Cargo Security Initiative

**Description:** Describes records relating to the Air Cargo Security (ACS) Initiative and may include information relating to the development of a comprehensive air cargo security that mitigates the risks associated with explosives in cargo or mail and the use of cargo aircraft as weapons.

**Document Types:** Air Cargo Security Project Charter for Transport Canada and Canada Border Services Agency (November 2007), Briefing Notes, Minutes, Agendas, Memoranda to Cabinet, draft Treasury Board Submissions and other administrative records.

**Record Number:** CBSA ENF 100[CBSA Programs / Operations Systems Development](#)[Record Number: CBSA ENF 137](#)

### Primary Automated Lookout System - Airport



**Description:** This bank describes an index from the Policy Information Retrieval System (PIRS) which contains information on past and potential Customs violators. The Primary Automated Lookout System allows primary Customs Inspectors at all international airports to initiate name queries against a database of selected cases.

**Class of Individuals:** Members of the general public.

**Purpose:** The purpose of this bank is to assist Customs Inspectors in the screening process for travellers. The bank is maintained by Citizenship and Immigration Canada and is used by the Agency.

**Consistent Uses:** The information is used primarily to identify individuals who have committed infractions against the Customs Act, Excise Act, the Export/Permits Control Act and Agriculture Canada.

**Retention and Disposal Standards:** Records will be retained for a minimum of six years and will then be destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 003321

**Bank Number:** CBSA PPU 117

### Ferry and/or Tour Boat Program

**Description:** Describes records related to the Ferry and Tour Boat Program. This program develops policies and procedures for ferry and tour boat operators, which ensure that the people and goods that they import into Canada are processed at designated Canada Border Services Agency (CBSA) offices. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES) and Citizenship and Canada's Field Operations Support System (FOSS).

**Document Types:** Standard Operating Procedures, Statistical Records

**Record Number:** CBSA ADM 115

### Cruise Ship Program

**Description:** Describes records relating to the Cruise Ship Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Primary Inspection Line (IPIL), the Integrated Customs Enforcement System (ICES), the Police Information Retrieval System (PIRS), the Field Operation Support System (FOSS) and Canadian Police Information Centre (CPIC).

**Document Types:** Memos, Forms, Small Cruise Ship Full Clearance Notices and Cruise Ship Statistical Records, website related materials and Cruise Ship Long-Range Planning Committee minutes and related records.

**Record Number:** CBSA ADM 113

[Harmonized Risk Scoring and Advance Trade Data \(HRS-ATD\)](#)

[Record Number: CBSA ENF 109](#)

### Advance Commercial Information (ACI) Program

**Description:** Describes records related to the ACI Program, which may include risk assessments on conveyances and goods prior to their arrival in Canada, in order to identify health, safety and security threats, the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), Integrated Customs System (ICS) and the Consolidated Management Reporting System (CMRS).

**Document Types:** Advance Commercial Information (ACI); Marine and Air Client Documents.

**Record Number:** CBSA PRO 002

### Interdepartmental and Intergovernmental Relations Program

**Description:** Describes records relating to the Interdepartmental and Intergovernmental Relations Program which describes written information sharing collaborative agreements between the Canada Border Services Agency (CBSA) and federal departments. Records may also include Travellers Declaration Cards, Casual Goods Accounting Documents, records or reports from electronic systems used to administer or manage the program including the Travellers Entry Processing System (TEPS), the Customs Commercial System (CCS), the Facility for Information Retrieval Management (FIRM) and the Travellers National Database System (TRANDS).

**Document Types:** Memoranda of Understanding, Letters of Understanding, Information Sharing Agreements, policy, guidance materials, Memos and Forms.

**Record Number:** CBSA ADM 132

### Traveller Declaration Cards

**Description:** This bank describes information used in support of the Canada Border Services Agency (CBSA) Travellers Border Programs, specifically the [E311 Traveller Declaration Card](#). The personal information may include name, date of birth, citizenship, contact information and signature. For visitors to Canada, the duration of stay in Canada and if the duty-free allowances are exceeded; for residents of Canada, the date of departure and the value of goods – CAN\$ purchased or received abroad (including gifts, alcohol and tobacco). In addition, responses to a number of questions are also requested: the mode of transport used, the origin of the arrival, purpose of trip, goods brought or unaccompanied in Canada, and if a visit has been made or scheduled to a farm.

**Class of Individuals:** All persons entering Canada, including but not limited to, Canadian citizens, permanent residents, visitors, crew members, diplomats, military personnel, refugees, immigrants, former residents.

**Purpose:** The personal information is collected pursuant to the *Customs Act*, *Customs Tariff*, *Immigration and Refugee and Protection Act (IRPA)*, *Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA)* and *Subsection 5(3) of the Reporting of Imported Goods Regulations* for the purposes of facilitating compliance with travellers' obligations to report their goods in writing upon entry into Canada including the collection of duty and taxes owing on those goods imported into Canada and to administer laws that enforce, prohibit, control and regulate the importation of goods into Canada and the movement of people coming into Canada.

**Consistent Uses:** Information may be disclosed internally to the CBSA Enforcement and Intelligence Operations Directorate for the purposes of assisting CBSA's enforcement program, and criminal investigations operations. Information may be disclosed externally to *Employment and Social Development Canada (ESDC)* and the *Public Health Agency of Canada* for the purposes of Program integrity; refer to: *Employment Benefits, Support Measures and Other Programs ESDC PPU 293* and *Traveler Illness Reports PHAC PPU 071*. Information may also be disclosed to *Statistics Canada* for the purposes of evaluation and statistical reporting. Information may also be disclosed to police forces, investigative agencies and other Countries for the purposes of criminal investigations law enforcement.

**Retention and Disposal Standards:** Files are retained for seven years from the date stamped on the traveller's declaration card (date of the interview between the traveller and the border services officer or date stamped on the traveller receipt when the traveller uses the Automated Border Clearance or NEXUS kiosk). After this period, the records are destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 132

**TBS Registration:** 002271

**Bank Number:** CBSA PPU 018

### Delayed Baggage Report

**Description:** This bank describes information that is related to delayed baggage reports for travellers arriving in Canada by air. The personal information may include name, contact information, citizenship status and date of birth.

**Class of Individuals:** General public.

**Purpose:** The personal information is used to administer the admissibility of goods contained within personal luggage, to determine eligibility for the application of duty and taxes for travellers entering Canada and to allow traveller representatives to present goods for inspection on their behalf.

**Consistent Uses:** The information may be used or disclosed for the following purposes: Enforcement and Evaluation. Personal information may be shared with airline carriers and baggage handling companies.

**Retention and Disposal Standards:** Records will be retained for 2 years from the date of the last administrative action and then are destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 132

**TBS Registration:** 20120074

**Bank Number:** CBSA PPU 1109

### Targeting - Commercial

**Description:** Describes records related to Targeting Program. May include records related to the establishment or use of electronic systems to administer or manage commercial targeting including the Integrated Customs Enforcement System (ICES), Accelerated Commercial Release Operational Support System (ACROSS) and Tactical Information Targeting Analysis and Notification System (TITAN).

**Document Types:** Statistical reports, Briefing Notes, Standard Operating Procedures, Memoranda of Understanding, evaluation reports, program documentation, documentation from importing community and commercial carriers, compliance reviews and investigations.

**Record Number:** CBSA PRO 004

### Bay Plan Reporting Initiative

**Description:** Describes records related to the Bay Plan Reporting Initiative. This initiative provides the Canada Border Services Agency (CBSA) with advance information pertaining to the content of commercial vessels. May include records related to the establishment or use of electronic systems used to administer or manage the program including Tactical Information Targeting Analysis and Notification System (TITAN), Electronic Data Interchange (EDI), Accelerated Commercial Release Operation Support System (ACROSS) and the Administrative Monetary Penalty System (AMPS).

**Document Types:** BAPLIE documentation, Tactical Information Targeting Analysis and Notification System (TITAN) description, test packages.

**Record Number:** CBSA ENF 101

### Strategic Export Control Program

**Description:** Describes records relating to the Strategic Export Control Program which may include export policies related to the export of strategic or controlled goods to countries that pose a threat to Canada and its allies. Records may also include policies related to the detention of stolen vehicles and property obtained by crimes which are destined for export, the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), the Intelligence Management System (IMS), the Integrated Customs System (ICS), and the Accelerated Commercial Release Operations Support System (ACROSS), Canadian Police Information Centre (CPIC - RCMP), Customs Automated Export Declaration (CAED - Statistics Canada), Export Controls on Line (EXCOL - Department of Foreign Affairs and International Trade (DFAIT)) and Business Number Production (BNPROD - Canada Revenue Agency).

**Document Types:** Specialized export permits and licences such as from Department of Foreign Affairs and International Trade, Canadian Nuclear Safety Commission, Environment Canada, or Health Canada detention and seizure reports by Border Services Officers; shipping documentation (such as waybills/manifests) relating to export shipments; Memorandum of Understanding; Memos.

**Record Number:** CBSA ENF 119

### Investments to Combat the Criminal Use of Firearms Initiative

**Description:** Describes records related to the Investments to Combat the Criminal Use of Firearms Initiative. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), Field Operational Support System (FOSS), National Case Management System (NCMS) and the Intelligence Management System (IMS).

**Document Types:** Evaluation Performance Report, Intelligence Reports and Intelligence Alerts.

**Record Number:** CBSA ENF 112

### Overt Audio-Video Surveillance

**Description:** Describes records that include audio/video footage of CBSA operations including primary inspection line (PIL) interviews, secondary examinations, interactions at CBSA information counters, cashier counters, commercial counters, detention cells, and interview rooms.

**Document Types:** Audio-video and video-only recordings.

**Access:** Recordings are stored by date and time the recording was made. For ATIP requests please ensure to reference date, time and location.

**Record Number:** CBSA BPD 1101

### Overt Audio-Video Surveillance

**Description:** This bank describes information that is used in support of audio-video and video only surveillance recordings generated by overt audio-video recording systems at CBSA ports of entry and inland offices. The personal information may include name, contact information, biographical information, citizenship status, criminal checks/history, date of birth, educational information, employment equity information, financial information, medical information, physical attributes and place of birth.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the subject and date of correspondence, incident and location and legal authority for those acting on behalf of an account holder or estate.

**Class of Individuals:** General public.

**Purpose:** The personal information is used to provide services for the overt audio-video surveillance activities. Personal information is collected pursuant to 5(1)(a) of the *Canada Border Services Agency Act*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: enforcement, reporting to senior management, safety, security and evaluation. Audio-video recordings may be shared with Canadian Security Intelligence Service (CSIS), Royal Canadian Mounted Police (RCMP) and other Federal law enforcement Agencies for investigative and enforcement purposes. Audio-video recordings may be shared with provincial law enforcement agencies for the purpose of enforcing federal and/or provincial law. Audio-video recordings may be shared with municipal or regional law enforcement agencies for the purpose of enforcing federal and/or provincial law. Audio-video recordings may be shared with Canada Border Services Agency (CBSA) Investigations, Intelligence, Security and Professional Standards to enforce federal and/or provincial law.

**Privacy Impact Assessment (PIA):** The development of a PIA is in progress. The expected completion date is September 30, 2012.

**Retention and Disposal Standards:** Currently under development.

**RDA Number:** Currently under development.

**Related Class of Record Number:** CBSA BPD 1101

**TBS Registration:** 20110287

**Bank Number:** CBSA PPU 1104

## Security Screening

The Security Screening Program is responsible for the security screening of foreign nationals who have been referred to the CBSA by a Citizenship and Immigration Canada (CIC) visa officer abroad or in Canada, who are seeking to come to Canada as a permanent resident, temporary resident (e.g. visitor) or refugee, or are already in Canada and seeking to remain as a temporary or permanent resident.

The CBSA is responsible for ensuring that there are no security concerns related to the individual seeking entry to Canada (e.g. counter terrorism, counter espionage, war crimes, crimes against humanity and organized crime) and, based on a thorough screening exercise (including the review of information and intelligence from a wide variety of internal and external sources), makes a recommendation to CIC on the admissibility of the individual. This program is also responsible for determining the admissibility of senior diplomats being posted to Ottawa to ensure that they meet the admissibility requirements of the *Immigration and Refugee Protection Act*.

### CBSA Programs/Operations Systems Development

**Record Number:** CBSA ENF 137

## Secure Tracking System

**Description:** This bank describes information gathered by Canadian or foreign investigative bodies or law enforcement agencies on persons who are involved in and/or associated with any organization involved in war crimes, crimes against humanity and/or terrorist activities, or persons associated with criminal organizations, and whose admission or presence in Canada may be contrary to immigration or citizenship legislation. This bank also describes information on all applicants who are referred to National Headquarters regardless of final admissibility. Information is classified to the SECRET level. The scope is being expanded to include information relevant to all of the Intelligence Directorate, including elements of the Customs program.

**Class of Individuals:** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada and Temporary Resident Permit holders and naturalized citizens who are known to engage or are suspected of engaging in activities contrary to the immigration/citizenship legislation.

**Purpose:** Information contained in this bank may be used in the administration and enforcement of citizenship and immigration legislation.

**Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of investigations related to immigration and citizenship legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement or arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration/citizenship legislation. Other uses may include the sharing of information with the Immigration and Refugee Board of Canada, Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), Foreign Affairs and International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign governments under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. Information obtained from Foreign Affairs and International Trade Canada, Health Canada, the Canada Revenue Agency (CRA), the Immigration and Refugee Board of Canada [that contained in IRB 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) IRB PPU 115 (Convention Refugee Division Records), and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some Canada Border Services Agency 175 provincial government departments may be shared for the purpose of administering or enforcing legislation.

**Retention and Disposal Standards:** Case involving organized crime, is retained ten years from the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada. Information regarding known and suspected terrorists, and person known to have committed war crimes or crimes against humanity is retained for 50 years, the records are then destroyed.

**RDA Number:** 88/012

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 005311**Bank Number:** CBSA PPU 033

## Organized Crime Program

**Description:** Describes records relating to the Organized Crime Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the: Integrated Customs Enforcement System (ICES), the Intelligence Management System (IMS), Field Operations Support System (FOSS); Computer Assisted Immigrant Processing System (CAIPS); Secure Tracking System (STS), Support System for Intelligence (SSI) and the National Case Management System (NCMS). From other agencies, we have access to the Canadian Police Information Centre (CPIC).

**Document Types:** Lookouts, Alerts, Threat Assessments, Screening Aids, Danger Opinions, Guidelines and Memoranda of Understanding.

**Record Number:** CBSA ENF 116

## Organized Crime Data Bank (OCSS)

**Description:** This bank describes information used in support of the Organized Crime Data Bank. The Personal Information may include name, contact information, biographical information, biometric information, citizenship status, criminal records, date of birth, medical information, physical attributes and place of birth.

**Class of Individuals:** General Public.

**Purpose:** Information contained in this bank may be used in the administration and enforcement of citizenship and immigration legislation. The authority to collect personal information is authorized by sections 5 of the Canada Border Services Act, Sections 11, 12, 13, 98, 99 and 101 of the Customs Act, Sections 15 and 18 of the Immigration and Refugee Protection Act, as well as Sections 12 and 18 of the Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

**Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS), the Royal Canadian Mounted Police (RCMP) and the Department of Finance for the purpose of the conducting investigations related to the Immigration and Refugee Protection Act. It may also be disclosed to provincial authorities for assessment under the terms of an agreement of arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, The Department of Justice, the Department of Finance and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Other uses may include the sharing of information with the Immigration and Refugee Board of Canada, Foreign Affairs and International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign government authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. Information obtained from Foreign Affairs and International Trade Canada, Health Canada, the Canada Border Services Agency (CBSA), the Immigration and Refugee Board of Canada (that contained in IRB PPU 105-Immigration Appeal Board Records, IRB PPU 110-Immigration Appeal Division Records, IRB PPU 115-Convention Refugee Determination Division Records and IRB PPU 145-Research Directives, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be shared for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration and Refugee Protection Act.

**Retention and Disposal Standards:** Information on controversial cases, such as those involving organized crime, is retained 10 years after the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes.

**RDA Number:** 88/012

**Related Record Number:** CBSA ENF 116

**TBS Registration:** 005209

**Bank Number:** CBSA PPU 030

## Cross-Border Currency Reporting (CBCR) Program

**Description:** Describes records related to the Cross-Border Currency Reporting Program that enables the Canada Border Services Agency (CBSA) to fulfil its mandate under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA)*. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Canada Border Services Agency's (CBSA) Integrated Customs Enforcement System (ICES).

**Document Types:** Memos, Forms, Manuals and Policy.

**Record Number:** CBSA ENF 124

## Canada's War Crimes Program

**Description:** Describes records related to the Canada's War Crimes Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), the Intelligence Management System (IMS), Field Operations Support System (FOSS), Modern War Crimes System (MWCS), Computer Assisted Immigrant Processing System (CAIPS); Secure Tracking System (STS), National Case Management System (NCMS) and the Canadian Police Information Centre (CPIC).

**Document Types:** Reports, Briefing Notes

**Record Number:** CBSA ENF 102

### Canada's War Crimes Program

**Description:** This bank describes information about individuals suspected of or related to modern war crimes or crimes against humanity. Information is compiled from open sources such as reports from international organizations and human rights groups, information screening tools of the Canada Border Services Agency (CBSA) and from Canadian or foreign investigative bodies and law enforcement agencies. The personal information may include name, contact information, biographical information, citizenship status and nature of alleged war crime or crime against humanity.

**Class of Individuals:** Individuals who are associated with modern war crimes or crimes against humanity.

**Purpose:** The personal information is used to provide services for the permanent resident, temporary resident, refugee and citizenship programs and activities of Citizenship and Immigration Canada relative to admissibility to Canada. Personal information is collected under the authority of the *Immigration and Refugee Protection Act (IRPA)*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: archival, enforcement, reporting to senior management and audit, evaluation, research. Information may be shared with the Canadian Security Intelligence Services (Security Assessments / Advice SIS PPU 005); the Immigration and Refugee Board (Immigration Appeal Board (IAB) Records IRB PPU 105, Immigration Appeal Division (IAD) Records IRB PPU 110, Immigration Division Case Files IRB PPU 140, Research Directives - Claim and Claimant-Specific Information IRB PPU 145, Refugee Protection Division Records IRB PPU 115); Citizenship and Immigration Canada (Immigration Case File CIC PPU 042); the Department of Justice (Civil Proceedings and Legal Services JUS PPU 010); the Financial Transactions and Reports Analysis Centre of Canada (Financial Intelligence Analysis Database FINTRAC PPU 020); Foreign Affairs and International Trade Canada; and the Royal Canadian Mounted Police. Information may be shared with various foreign governments, law enforcement bodies and detaining authorities. Information may be shared with the International Tribunal for the Former Yugoslavia. Information may be shared with Provincial and Municipal authorities.

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

**RDA Number:** Under development.

**Related Record Number:** CBSA ENF 102

**TBS Registration:** 005208

**Bank Number:** CBSA PPU 028

### Fugitive Information Bank

**Description:** The bank describes information that may include photos, fingerprints and narrative descriptions of individuals of interest to the War Crimes Unit.

**Class of Individuals:** Persons of interest to the War Crimes Unit and/or subject to immigration warrants.

**Purpose:** To assist colleagues within the Department, police forces, and other enforcement partners with the identification.

**Consistent Uses:** Information is shared with the Royal Canadian Mounted Police (RCMP), Canadian Security Intelligence Service (CSIS) (SIS PPU 005 / SRS PPU 005), and the U.S.A. Department of Homeland Security.

**Retention and Disposal Standards:** Records are retained for execution of warrant or person(s) of interest, and subject to the *Immigration and Refugee Protection Act* and then destroyed.

**RDA Number:** 90/002

**Related Record Number:** CBSA ENF 102

**TBS Registration:** 005200

**Bank Number:** CBSA PPU 020

### Counter Terrorism Program

**Description:** Describes records related to the Counter Terrorism Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), the Intelligence Management System (IMS), Field Operations Support System (FOSS), Computer Assistance Immigration Processing System (CAIPS), Secure Tracking System (STS) and National Case Management System (NCMS).

**Document Types:** Reports, Briefing Notes, Lookouts, Alerts, Threat Assessments, Screening Aids, Danger Opinions, Security Certificate, Case files and Memoranda of Understanding

**Record Number:** CBSA ENF 105

#### Air Examination Program

**Record Number:** CBSA ENF 121

#### Traveller Processing

**Record Number:** CBSA ENF 129

##### Traveller Processing

**Related Record Number:** CBSA ENF 129

**Bank Number:** CBSA PPU 1101

#### Marine Container Examination Program

**Record Number:** CBSA ENF 132

#### Rail Contraband Examination Program

**Record Number:** CBSA ENF 134

##### Customs Seizure Records

**Related Record Number:** CBSA ENF 121, CBSA ENF 129, CBSA ENF 132, CBSA ENF 134

**Bank Number:** CBSA PPU 015

## Secure and Trusted Partnerships

Through the Secure and Trusted Partnerships program, the CBSA works closely with clients, other government departments and international border management partners to enhance trade chain and traveller security while providing pre-approved, low-risk travellers and traders with streamlined and efficient border processes. The CBSA develops and administers programs and cooperative agreements with its partners to ensure alignment with international standards (e.g. World Customs Organization SAFE Framework of Standards) and promote best practices in global border management. By increasing membership in trusted traveller and trader programs, the CBSA is able to improve its capacity to mitigate risk in advance and focus examination efforts on identifying travellers and traders of unknown or higher risk.

### International Events

**Description:** Describes records related to facilitating the temporary importation of goods and entry of persons for international events held in Canada. These records include information that seeks Treasury Board funding as well as Cabinet support for certain initiatives, outlines policy, shows whether objectives have been met and whether policy and established processes are being followed, informs upper management of issues, requests remission from certain aspects of legislation, provides information and assistance to those planning events in Canada, accredits those attending events and expedites the clearance of persons and goods entering Canada temporarily for international events.

**Document Types:** Audits, evaluations, briefing notes, incoming passenger lists, goods lists, itineraries, Canada Border Services Agency (CBSA) control and commercial entry documents, brochures, Memos, Memoranda to Cabinet, Treasury Board Secretariat submissions, Orders in Council as well as records related to event specific Accreditation processes.

**Record Number:** CBSA OPS 101

### International Events

**Description:** This bank describes information that is used in support of coordination and facilitation services for the temporary importation of goods and entry of persons for international events taking place in Canada. The personal information may include name, gender, contact information, nationality, date of birth, country of residence, passport and visa information.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the subject and date of event and arrival date and city.

**Class of Individuals:** Event organizers, customs brokers, delegated event representatives, performing artists, participants and officials of major sporting events, foreign dignitaries and delegates travelling with them, crew, support personnel and scientists participating in foreign research forays and exploratory or adventure expeditions.

**Purpose:** Personal information is collected pursuant to Section 5 of The *Canada Border Services Agency Act* and is used to administer the International Events mandate.

**Consistent Uses:** The information is used to provide advance notice to other government departments and ports of entry regarding the temporary entry of persons and goods. The overall use of the personal information collected by the International Events Section is to facilitate the temporary entry of individuals and goods into Canada. Information may be shared with applicable Canada Border Services Agency (CBSA) programs and locations such as ports of entry. Information may also be shared with other applicable government institutions such as Citizenship and Immigration Canada, Department of Foreign Affairs and International Trade, Transport Canada, and Canadian Food Inspection Agency, Health Canada, Canada Revenue Agency, Canadian Coast Guard, Environment Canada, Department of Fisheries and Oceans, Department of National Defence, Canadian Tourism Commission, Department of Canadian Heritage, Industry Canada, Canadian Air Transport Security Authority, Royal Canadian Mounted Police and Natural Resources Canada.

**Retention and Disposal Standards:** Currently under development.

**RDA Number:** Currently under development.

**Related Class of Record Number:** CBSA OPS 101

**TBS Registration:** 20110286

**Bank Number:** CBSA PPU 040

### Health, Safety and Security Program

**Description:** Describes records relating to the Health, Safety and Security Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), Customs Commercial System (CCS) and Facility for Information Retrieval Management (FIRM).

**Document Types:** Memoranda of Understanding, Standard Operating Procedures, policy, guidance materials and Memos.

**Record Number:** CBSA ADM 131

### Asia-Pacific Gateway and Corridor Initiative (APGCI)

**Description:** Describes records related to Asia-Pacific Gateway and Corridor Initiative (APGCI). May include records related to the establishment or use of electronic systems used to administer or manage the program including the Field Operations Support System (FOSS), the Integrated Border Query (IBQ), and the Accelerated Commercial Release Operating (ACROSS), the Electronic Data Interchange (EDI), and the Integrated Customs Enforcement System (ICES).

**Document Types:** Accountability Documents, E-mails, Updates to the Interdepartmental Steering Committee on the Asia-Pacific Gateway and Corridor Initiative

**Record Number:** CBSA ADM 104

### Document Integrity Program

**Description:** Describes records related to travel and identity documents used for international travel or for establishing status to border or immigration authorities and records relating to document and identity fraud.

**Note:** Records may be found in the following systems: the *National Case Management System (NCMS)*, the *Support System for Intelligence (SSI)*, the *Secure Tracking System (STS)*, the *Field Operations Support System (FOSS)* and the *Global Case Management System (GCMS)*.

**Document Types:** Document assessment records, alerts/bulletins, training documentation/material, manuals, forms (Document Seizure), receipts, identity and travel document specimens, seized documents, fraudulent identity and travel documents, policies/directives, procedures and briefing material.

**Record Number:** CBSA ENF 106

### Document Integrity Program

**Description:** This bank describes information that is used in support of Document Integrity Program which works to prevent the movement of unlawful people and goods across the border through the detection and analysis of document and identity fraud abroad, at ports of entry and in Canada and through collaboration with national and international partners on the integrity of their travel and identity documents and issuance processes. Personal information may include name, contact information, biographical information, biometric information, citizenship status, date of birth, personal identification numbers, physical attributes, place of birth and signature.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the incident and location, Document number, Serial number, Document type, Country of Issue, and immigration client identification number where applicable. Personal information may be stored in the following systems: the *Support System for Intelligence (SSI)*, the *Secure Tracking System (STS)*, the *Field Operational Support System (FOSS)* and the *Global Case Management System (GCMS)*.

**Class of Individuals:** General Public.

**Purpose:** Personal information is collected pursuant to the *Immigration and Refugee Protection Act (IRPA)* and the *Canada Border Services Agency Act* for the purposes of administering the Document Integrity Program.

**Consistent Uses:** The information may be disclosed internally to the *CBSA Operations and Programs Branches* for the purposes of investigations, intelligence, enforcement, audit and evaluation, statistical analysis, reporting to senior management, program integrity and policy and procedural development and training. Information may be disclosed externally to *Citizenship and Immigration Canada (CIC)* - including its *Passport Program* - for the purposes of administering and enforcing the *Immigration and Refugee Protection Act (IRPA)* and the *Citizenship Act*; refer to: *Immigration Case File CIC PPU 042*, to the *Public Prosecution Service of Canada*, the *Department of Justice (DOJ)* and Courts of Law for prosecution, judicial review, and appeal purposes; refer



to: *Prosecutions and Prosecution-Related Activities PPSC PPU 002* and *Prosecution and Related Criminal Matters JUS PPU 015*, to the *Immigration and Refugee Board (IRB)* for the purposes of an admissibility determinations, detention reviews, interventions or appeals; refer to: *Immigration Division Case Files IRB PPU 140*, to the *Royal Canadian Mounted Police (RCMP)* and local law enforcement agencies for the purpose of enforcing Canada's criminal legislation relating to irregular migration, human smuggling and trafficking and fraud; refer to: *Operational Case Records RCMP PPU 005*. The information may also be disclosed externally with various Foreign Governments subject to multilateral Treaties, Mutual Legal Assistance Treaties, or Written Collaborative Agreements (WCA) for the purposes of the administration and enforcement of immigration and citizenship legislation and with the provinces/territories (ministries) for the purposes of document integrity and law enforcement.

**Retention and Disposal Standards:** Under Development

**RDA Number:** 2006/004

**Related Record Number:** CBSA ENF 106

**TBS Registration:** 20140078

**Bank Number:** CBSA PPU 1404

### CBSA Programs/Operations Systems Development

Record Number: CBSA ENF 137

#### **Seized Documents (Web Passport)**

**Description:** This bank describes data on documents that have been seized principally in the Quebec Region for verification. The file contains, in particular, the serial numbers of such documents as passports, visas, Records of Landing, etc. It also contains information on the holders of these documents, such as the family name, first name, date of birth, country of citizenship and country of birth. Individuals who wish to consult this information must provide their family name, first name and date of birth.

**Class of Individuals:** Holders of documents seized for verification.

**Purpose:** This database is used by officers and clerks of the Intelligence Unit of the Quebec Region, to ensure better follow-up of intercepted documents and thus avoid fraud.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Indeterminate. Certain documents may be claimed by their holders.

**RDA Number:** 90/002

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 005191

**Bank Number:** CBSA PPU 034

#### **Travel and Identity Document System (TIDS)**

**Description:** This bank describes records of seizures of travel or identity documents made in the course of port of entry examinations or authorized investigations under the authority of the Immigration and Refugee Protection Act. Any travel or identity documents considered by Canada Post as lost are forwarded to Canada Border Services Agency (CBSA) for disposal and are recorded for tracking purposes. The databank may contain information on the lawful owner of the documents, the bearer of the documents and/or person from whom the documents were seized, the reasons for detention, the types of documents, and the ultimate disposition of the documents.

**Class of Individuals:** Any person's documents seized by Canada Border Services Agency (CBSA) or referral to Canada Border Services Agency (CBSA) by Canada Post.

**Purpose:** The purpose of the databank is to record events and key information related to these seizures as well as track handling and disposition of the documents. Personal information is collected pursuant to *Section 140* of the *Immigration and Refugee Protection Act (IRPA)*.

**Consistent Uses:** Could be shared with the Royal Canadian Mounted Police (RCMP) for prosecution.

**Retention and Disposal Standards:** Documents are held for five years or until the case that they relate to has been finally determined and are then destroyed.

**RDA Number:** 90/002

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 005198

**Bank Number:** CBSA PPU 036

The Trusted Traveller Programs are designed to simplify the border clearance process for pre-approved, low-risk travellers entering Canada. The CBSA offers two programs for travellers, NEXUS and CANPASS. These programs streamline (expedite and simplify) border clearance. NEXUS is a joint initiative with the U.S. Customs and Border Protection in the air, land and marine modes of transportation, while CANPASS is a Canadian suite of programs for clients entering Canada by plane, corporate and private aircrafts and private boats. Both programs are available to citizens or permanent residents of Canada and/or the United States and enable members to cross the border faster when travelling to Canada and, in the case of NEXUS, when traveling to the United States.

Applicants to the programs must pass various assessments (e.g. security checks, interviews and risk assessments) specific to the program before being granted membership. NEXUS and CANPASS Air members can use iris recognition technology for passage processing at designated airports, and NEXUS members can use Radio Frequency Identification technology for processing at designated highway ports of entry. Members of NEXUS or the CANPASS Private Boat, CANPASS Corporate Aircraft or CANPASS Private Aircraft programs entering Canada by private aircraft, corporate aircraft or private boat must report their arrival in advance and make their declarations to the CBSA Telephone Reporting Centre.

### CANPASS Air Program

**Description:** Describes records related to the CANPASS Air Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs System (ICS), the Integrated Customs Enforcement System (ICES), Citizenship and Immigration Canada's Field Operations Support System (FOSS), the Royal Canadian Mounted Police's Canadian Police Information Centre (CPIC) and Police Information Retrieval System (PIRS), and the U.S. Federal Bureau of Investigation's National Crime Information Center (NCIC).

**Document Types:** Forms, website, program evaluation studies, member surveys, compliance reviews, Memoranda of Understanding and Information Sharing Agreements.

**Record Number:** CBSA ADM 107

### CANPASS Corporate and Private Aircraft Program

**Description:** Describes records related to the CANPASS Corporate and Private Aircraft Program. May include records related to the establishment or use of electronic systems used to administer or manage the program such as Telephone Reporting Centre System (TRCS), Integrated Customs Enforcement System (ICES) and Citizenship and Immigration Canada's Field Operations Support System (FOSS).

**Document Types:** Forms, CANPASS Application Forms, Memos.

**Record Number:** CBSA ADM 108

### CANPASS Private Boats Program

**Description:** Describes records related to the CANPASS Private Boats Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), Citizenship and Immigration Canada's Field Operations Support System (FOSS), the Telephone Reporting Centres System (TRCS), the Canadian Police Information Centre (CPIC), the Police Information Retrieval System (PIRS) and the National Crime Information Centre (NCIC).

**Document Types:** Forms, CANPASS Private Boats - Participant's Guide, CANPASS Private Boats Brochure, Telephone Reporting For Private Boats and CANPASS Private Boats Program, Alternative Presentation Program Violation Card, CANPASS Application Forms.

**Record Number:** CBSA ADM 109

### CANPASS

**Description:** This bank describes information that is used in support of the CANPASS Program and may contain such information as name, address, date of birth, place of birth, client identification number, reason for referral, biometric information, correspondence to client concerning their application and status of application.

**Class of Individuals:** General public.

**Purpose:** The personal information is used to provide services for the CANPASS Program. Personal information is collected pursuant to *Sections 107(1), 11(6) and 11.1 of the Customs Act*.

**Consistent Uses:** Information is used internally with respect to the administration and enforcement of immigration legislation, and may be also be used internally for research, planning, evaluation and statistical analysis.

**Retention and Disposal Standards:** The files are retained for two years after the last administrative action and then destroyed.

**RDA Number:** 00/033

**Related Record Number:** CBSA ADM 107, CBSA ADM 108, CBSA ADM 109

**TBS Registration:** 005202

**Bank Number:** CBSA PPU 002

## CANPASS Remote Area Border Crossing (RABC) Program

**Description:** Describes records related to the CANPASS Remote Area Border Crossing (RABC) Program. May include records related to the establishment or use of electronic systems used to administer and manage the program including the Integrated Customs Enforcement System (ICES) and Citizenship and Immigration Canada's Field Operations Support System (FOSS).

**Document Types:** Forms, RABC Permits and administrative documents.

**Record Number:** CBSA ADM 110

### Remote Area Border Crossing Permit (RABC) Program

**Description:** This bank describes information that is used in support of the Remote Area Border Crossing Permit (RABC) Program and may include name, date of birth, citizenship or resident status, address, convictions, reason for entering Canada, and telephone numbers.

**Class of Individuals:** General Public.

**Purpose:** The personal information is used to respond to requests for remote area border crossing permits and will be used to determine his/her eligibility. Personal information is collected pursuant to Sections 107(1), 11(6) and 11.1 of the Customs Act.

**Consistent Uses:** All applicants will be checked against the U.S. authorities and/or Canadian police data banks. The names and data of Canadian applicants will be checked by the Canada Border Services Agency (CBSA) to establish whether any narcotics convictions or smuggling offences exist.

**Retention and Disposal Standards:** Paper records are kept for two years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. After the retention period, the documents are destroyed.

**RDA Number:** 90/002

**Related Record Number:** CBSA ADM 110

**TBS Registration:** 002922

**Bank Number:** CBSA PPU 013

## NEXUS Program

**Description:** Describes records relating to the NEXUS program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Global Online Enrollment System (GOES), the Integrated Customs System (ICS), the Integrated Customs Enforcement System (ICES), Citizenship and Immigration Canada's Field Operations Support System (FOSS), the Royal Canadian Mounted Police's Canadian Police Information Centre (CPIC) and Police Information Retrieval System (PIRS), and the U.S. Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC).

**Document Types:** Forms, website, program evaluation studies, member surveys, compliance reviews and investigations, Memoranda of Understanding and Information Sharing Agreements.

**Record Number:** CBSA ADM 117

### NEXUS

**Description:** This bank describes information related to travellers wishing to participate in a pre-approval application process to determine eligibility for an expedited border clearance program known as NEXUS, i.e. dedicated lanes at the land border, kiosks at airports and telephone reporting in marine mode. The personal information may include full name, contact information, biographical information, biometric information, citizenship status, criminal checks/history, date of birth, credit card information, and other identification numbers such as the birth certificate, driver's license or passport, place of birth and signature.

**Class of Individuals:** General Public.

**Purpose:** To determine if an applicant can be approved to participate in an expedited border clearance program. Personal information is collected pursuant to Sections 107(1), 11(6) and 11.1 of the Customs Act.

**Consistent Uses:** Information provided may be shared among the participating agencies and with other government law enforcement agencies to determine program eligibility.

**Retention and Disposal Standards:** Files are retained for a minimum of two years, for as long as memberships are active, and for longer periods, as required to satisfy each program's administration requirements. The records are then destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 117

**TBS Registration:** 002788

**Bank Number:** CBSA PPU 031

## Canadian Asia-Pacific Economic Cooperation Business Travel Card Program

**Description:** Describes records related to the Canadian Asia-Pacific Economic Cooperation (APEC) Business Travel Card (ABTC) initiative which offers its' members expedited border clearance on arrival in Canada and facilitated border processing through access to special APEC lanes within the 21 participating countries: Australia, Brunei Darussalam, Canada, Chile, China, Hong Kong, Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, the Philippines, Russia, Singapore, Chinese Taipei, Thailand, the United States and Vietnam.

**Note:** Records may be found in the following systems: the *Global Online Enrollment System (GOES)*, the *Integrated Customs System (ICS)*, the *Canadian Police Information Centre (CPIC)*, the *Police Information Retrieval System (PIRS)*, the *Field Operational Support System (FOSS)*, the *National Crime Information System (NCIS)*, the *Integrated Customs Enforcement System (ICES)*, the *Global Enrollment Component (GEC)*, the *Risk Assessment Component (RAC)*, *US Global Enrollment System (GES)* and the *ABTC web portal*.

**Document Types:** Forms, applications, program evaluation studies, Information Sharing Arrangements and ABTC Standard Operating Procedures (SOP).

**Record Number:** CBSA ADM 100

## Enhanced Driver's Licence/Enhanced Identification Card (EDL/EIC) Program

**Description:** Describes records related to the EDL/EIC Program, which is a voluntary program available to eligible Canadians who reside in a province or territory where the Program is available. May include records identified in the electronic systems used to administer or manage the program including the Canada Border Services Agency (CBSA) EDL/EIC database and the Canada Border Services Agency (CBSA) Lost Stolen Fraudulent Document Database (LSFD), which is a module of the Citizenship and Immigration Canada's (CIC) Field Operational Support System (FOSS).

**Document Types:** Memoranda of Understanding and Service Level Agreements.

**Record Number:** CBSA IST 004

## Enhanced Driver's Licence (EDL) / Enhanced Identification Card (EIC) Program

**Description:** This bank describes information that is used in support of the EDL/EIC Program. The EDL/EIC Program is a voluntary program that is available to Canadian citizens. The EDL/EIC Program is one of the Government of Canada's responses to the U.S. Western Hemisphere Travel Initiative. The Program is the responsibility of the participating provinces/territories. Participating provinces/territories determine the applicants' eligibility and collect required information. The provinces/territories disclose specific personal information to the Canada Border Services Agency (CBSA). The Canada Border Services Agency (CBSA) will store that information in its EDL/EIC database to assist U.S. Customs and Border Protection (CBP) in determining the admissibility of an EDL holder. As such, when a holder presents an EDL/EIC at a U.S. border, CBP will request the information from the EDL/EIC database held by the Canada Border Services Agency (CBSA). CBP will use this information to verify the validity of the card, as well as the citizenship and identity of the holder. The personal information by participating provinces and territories may include: Full Name (first name, last name), Birth date, Gender, Citizenship, Digital image (holder's photo), Tag Identification number (TID), Optical Character Recognition unique identifier (Encoded Document Number (EDN)-used in Machine Readable Zone (MRZ)), Radio Frequency Identification ((RFID), Tag value), Serial Number (if applicable), Document type (EDL or EIC).

**Class of Individuals:** Canadian citizens that are or were Enhanced Driver Licence/Enhanced Identification Card holders.

**Purpose:** The personal information is used to administer the EDL/EIC information exchange between the Canada Border Services Agency (CBSA) and CBP. Personal Information is collected pursuant to *section 5(1)* of the *Canada Border Services Agency Act*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: administration, enforcement and evaluation of the EDL/EIC Program for border crossing purposes. Information may be shared with: Federal Institution(s): Citizenship and Immigration Canada (CIC). The Canada Border Services Agency (CBSA) enters information related to lost/stolen/fraudulent (LSF) EDLs/EICs into the LSF module of CIC's Field Operational Support System (FOSS), in order to report lost/stolen/fraudulent Enhanced Driver's Licences/Enhanced Identification Cards. Government(s) of (a) foreign state(s) or of (an) institutions thereof: Full Name (first name, last name), Birth date, Gender, Citizenship, Digital image (holder's photo), Tag Identification number (TID), Optical Character Recognition unique identifier (Encoded Document Number (EDN) - used in Machine Readable Zone (MRZ)), Radio Frequency Identification ((RFID) Tag value), Serial Number (if applicable), Document type (EDL or EIC), Issuance Date, Expiration Date, Licence Status and Status Changes (Card Status Reason Code), Licence Issuing Jurisdiction, Issuing Country may be shared with the U.S. Government (U.S. Customs Border Protection) when seeking entry into the United States. For the details on CBP's handling of the information collected upon entry into the U.S., refer to the Border Crossing Information System of Records Notice (BCI SORN) 73, Reg. 43,457. Province(s) or (an) institution(s) thereof: Personal information may be shared between the Canada Border Services Agency (CBSA) and the individual participating provinces/territories, which currently consist of British Columbia, Manitoba, Ontario and Quebec. The Optical Character Recognition unique identifier (also referred to as Encoded Document Number (EDN), EDL issuance date, Document type (EDL or EIC), Licence Issuing Jurisdiction (PT), Issuing Country as well as the reason code (Lost/stolen issued, lost/stolen blank card, cancelled/revoked, fraudulently issued/obtained, etc.) may be shared with provinces/territories where changes occur to the status of the EDL. In these instances, the provinces/territories are responsible to gather and send to the Canada Border Services Agency (CBSA) information on lost, stolen, or fraudulent (LSF) EDLs, EDLs where the holder has deceased, and EDLs that are no longer valid (i.e. cancelled).

**Retention and Disposal Standards:** EDLs/EICs are retained by the Canada Border Services Agency (CBSA) as long they are deemed to be active by the province or territory that issued them. When an EDL/EIC is deemed to be inactive (expired, lost, stolen, surrendered, no longer valid, cancelled, fraudulently obtained, holder deceased) by the province or territory that issued it, the province or territory notifies the Canada Border Services Agency (CBSA). The Canada Border Services Agency (CBSA) retains EDL/EIC records for two (2) years following the last administrative action (i.e. when the Canada Border Services Agency (CBSA) is advised that the card is no longer active for border-crossing purposes). The information is then destroyed according to the Government of Canada's secure disposal requirements.

**RDA Number:** 2000-0333

**Related Record Number:** CBSA IST 004

**TBS Registration:** 20090946

**Bank Number:** CBSA PPU 061

## Indian and Northern Affairs Canada (INAC)'s Secure Certificate of Indian Status (SCIS) Program

**Description:** Describes records related to the SCIS which is issued by INAC to registered Status Indians that meet the requirements of the Indian Act. May include records related to the establishment of electronic systems used to administer or manage the program including the Canada Border Services Agency (CBSA) Western Hemisphere Travel Initiative (WHTI) database and the Canada Border Services Agency (CBSA) Lost Stolen Fraudulent Document database, which is a module of the Citizenship and Immigration Canada's Field Operations Support System.

**Document Types:** Project Charter, Project Plan, Gap Analysis, Business Plan, Business Case, Data Submission Guidelines, Business Use Case (Data Acquisition, Passage), Preliminary Privacy Impact Assessment, Memorandum of Understanding and Service Level Agreements.

**Record Number:** CBSA IST 005

### Secure Certificate of Indian Status (Border Crossing Format)

**Description:** This bank describes information that is related to the Secure Certificate of Indian Status card (Border Crossing Format), which is a Western Hemisphere Travel Initiative compliant document. Information relates to registered Indians, born in Canada or the United States, and is provided to the Canada Border Services Agency by Indian and Northern Affairs Canada. The Canada Border Services Agency will store that information in its database to assist U.S. Customs and Border Protection in determining the admissibility of a Secure Certificate of Indian Status card holder. As such, when a holder presents a Secure Certificate of Indian Status card at a United States border, Customs and Border Protection will request the information from the database held by the Canada Border Services Agency. Customs and Border Protection will use this information to verify the validity of the card, as well as the place of birth and identity of the holder. The personal information may include the full name (first and last name), date of birth, gender, digital image (photograph of cardholder), place of birth, issuing country (Canada), issuing jurisdiction (Indian and Northern Affairs Canada), document issuance date, document renewal date, encoded document number, (Optical Character Recognition/Machine Readable Zone), document serial number, card status reason code.

**Note:** Individuals who wish to access their personal information may forward their requests to Canada Border Services Agency or Indian and Northern Affairs Canada. Secure Certificate of Indian Status card holders seeking to review or check the accuracy of their information should initially submit their official request to Indian and Northern Affairs Canada as they have legislation or mechanisms in place to allow for this. Indian and Northern Affairs Canada will lead and coordinate the access to information and initiate any corrections. When required, the Canada Border Services Agency will work with Indian and Northern Affairs Canada to correct Secure Certificate of Indian Status information.

**Class of Individuals:** First Nations / Inuit

**Purpose:** The personal information is used to administer the Canada Border Services Agency component of the Secure Certificate of Indian Status (SCIS) program. This information is provided to the Canada Border Services Agency in order that it may be transmitted to the United States Customs and Border Protection, to confirm the identity of the card holder, when a card holder seeks to enter the United States via a land or water port of entry. The authority to collect personal information is authorized by sections 50f the Canada Border Services Act.

**Consistent Use:** The information may be used or disclosed for evaluation and reporting to senior management. Information may be shared with Citizenship and Immigration Canada. The Canada Border Services Agency enters/reports information related to lost/stolen/fraudulent Secure Certificate of Indian Status card into the Lost/Stolen/Fraudulent module of Citizenship and Immigration Canada's Field Operational Support System. The Optical Character Recognition unique identifier (also referred to as Encoded Document Number), issuance date, document type, issuing jurisdiction (Indian and Northern Affairs Canada), issuing country (Canada) as well as the reason code (Lost/stolen issued, lost/stolen blank card, cancelled/revoked, fraudulently issued/obtained, etc.) may be shared with Indian and Northern Affairs Canada where changes occur to the status of the Secure Certificate of Indian Status; refer to Indian Register and Departmentally Administered Band List - INA PPU 110. The full name (first and last name), date of birth, gender, digital image (photograph of cardholder), place of birth, issuing country (Canada), issuing jurisdiction (Indian and Northern Affairs Canada), document renewal date, encoded document number (Optical Character Recognition/Machine Readable Zone) and the card status reason code may be shared with the United States Customs and Border Protection. For the details on the handling of the information collected upon entry into the United States, refer to the United States Customs and Border Protection's Border Crossing Information System of Records Notice (BCI SORN) 73, Reg. 43,457.

**Retention and Disposal Standard:** Records will be retained as long as the Secure Certificate of Indian Status card remains active. When Secure Certificates of Indian Status cards are deemed to be inactive (expired, lost, stolen, surrendered, no longer

valid, cancelled, fraudulently obtained, card holder deceased), records will be retained for two years following the last administrative action, which is to say the last time Canada Border Services Agency receives a Card Status Reason Code update from Indian and Northern Affairs Canada and then destroyed according to the Government of Canada's secure disposal requirements.

**Records Disposition Authority (RDA):**2000/033

**Related Class of Record Number:**CBSA IST 005

**TBS Registration:**20100115

**Bank Number:**CBSA PPU 1062

### Transit Without Visa Project

**Description:** Describes records related to Transit Without Visa Pilot Project. This pilot project allows foreign nationals of pre-approved countries who are in possession of a valid United States (US) visa and travelling on an authorized air carrier to transit through a participating Canadian airport to and from the US without having to obtain a Canadian transit visa.

**Document Types:** Statistical Reports, Briefing Notes, Memoranda of Understanding, Standard Operating Procedures, as well as website and communications materials.

**Record Number:** CBSA ADM 120

### Transit without Visa (TWOV) and China Transit Trial (CTT)

**Description:** This bank describes personal information collected in support of the Transit Without Visa (TWOV) Program and the China Transit Trial (CTT) which allows foreign nationals of pre-approved countries who are in possession of a valid United States (US) visa and travelling on an authorized air carrier to transit through a participating Canadian airport to and from the US without having to obtain a Canadian transit visa. The personal information collected includes surname, first name and initial or initials of any middle names, date of birth, citizenship or nationality, travel document used (e.g. passport), issuing country and document number, and U.S. Visa number.

**Class of Individuals:** Foreign nationals from pre-approved countries transiting through a participating Canadian airport to and from the United States on an approved airline.

**Purpose:** To monitor compliance of the TWOV Program and the CTT and to identify the number of passengers who travelled on approved airlines and who used the TWOV Program or CTT. The personal information will be collected directly from the affected individuals by asking them to voluntarily complete a Transit Without Visa card upon arrival.

**Consistent Uses:** The information collected will be used internally for monitoring, evaluation and statistical purposes. This is consistent with section 7 of the Privacy Act. Information collected will be compiled, analyzed and summarized in statistical reports with the personal information removed. Statistical reports may be shared with Citizenship and Immigration Canada (CIC) to monitor the effectiveness of the program.

**Retention and Disposal Standards:** Completed Transit Without Visa Cards will be retained for two years from the date the cards were completed and then destroyed. Statistical Reports will be maintained in electronic format as long as required for evaluation and monitoring purposes and then destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 120

**TBS Registration:** 008395

**Bank Number:** CBSA PPU 011

### Trusted Trader

The Trusted Trader Program simplifies many of the border requirements for pre-approved, low-risk participants so that shipments can be processed more quickly and efficiently at the border. Importers approved under the Customs Self Assessment (CSA) benefit from a streamlined accounting and payment process as well as an expedited clearance option for qualified goods. Members of the Partners in Protection (PIP) program benefit from enhanced supply chain security as well as lowered examination rates. In addition, members of these Trusted Trader programs have the option of utilizing the Free and Secure Trade (FAST) lanes to transport eligible imported goods into Canada. FAST is a joint initiative between the CBSA and U.S. Customs and Border Protection.

To become a member of the Trusted Trader programs, applicants must undergo an in-depth risk assessment. Once granted membership, CSA importers can use their own business systems and processes to forward trade data to the CBSA and remit payment of duties and taxes through their own financial institutions. In addition, CSA importers can also apply for trade compliance benefits which allow approved importers the flexibility to completely self-assess and audit their revenue reporting and trade requirements.

### eManifest

**Description:** Describes records related to eManifest. May include records related to the establishment or use of electronic systems used to administer or manage the program including the eManifest Portal, Data Warehouse and Passage components. Further, the Accelerated

Commercial Release Operations Support System (ACROSS), Business Number (BN), Canadian Police Information Centre (CPIC), Canada Border Services Agency (CBSA) Assessment and Revenue Management (CARM), Commodity Search Component (CSC), Customs Commercial System (CCS), Customs Electronic Commerce Platform (CECP), Customs Investigations Information Management Systems (CIIMS), Citizenship and Immigration Canada's Field Operations Support System (FOSS), Facility for Information Retrieval Management (FIRM), Integrated Customs Enforcement System (ICES), Integrated Customs System (ICS), Integrated Primary Inspection Line (IPIL), Intelligence Management System (IMS), Police Information Retrieval System (PIRS), Tactical Information Targeting Analysis and Notification System, (TITAN), and the Traveller Entry Processing System (TEPS).

**Document Types:** Customs Act, Regulations, Customs Notices, Departmental Memoranda, Threat and Risk Assessment, Statement of Sensitivity, Preliminary Privacy Impact Assessment, Privacy Impact Assessment and Memoranda of Understanding.

**Record Number:** CBSA IST 002

### Partners in Compliance (PIC) Initiative

**Description:** Describes records relating to the PIC Program. May include records related to the establishment or use of electronic systems used to administer and manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), the Customs Commercial System, (CCS), the Customs Management Recording System, (CMRS), the Facility Information Retrieval Management, (FIRM) and the Technical Reference System (TRS).

**Document Types:** Business Cases, Charters, Client Contact Information database, Communication Strategy, Handbooks, Pilot Expansion Project Plans, Pilot Initiative Communication Strategy, Process Flow Chart, Process Flow Database, Proposal outlining the need and objectives of the PIC Pilot Expansion Project Charter, Results Based Management and Accountability Framework, Partners In Compliance Pilot Initiative, Results Based Management and Accountability Framework, Standard Operating Procedures (SOP) for Senior Program Officers, Verification Database and Memoranda of Understanding with our PIC clients.

**Record Number:** CBSA IST 003

### Commercial Driver Registration Program (CDRP)

**Description:** Describes records relating to the Commercial Driver Registration Program (CDRP) including clearance records to low-risk goods and pre-approved importers, carriers and commercial drivers. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), the Customs Processing Centre System (CPCS), the Integrated Customs System (ICS), the Integrated Customs Enforcement System (ICES), Citizenship and Immigration Canada's Field Operations Support System (FOSS), the Royal Canadian Mounted Police's Canadian Police Information Centre (CPIC) and Police Information Retrieval System (PIRS), and the U.S. Federal Bureau of Investigation's National Crime Information Center (NCIC).

**Document Types:** Forms, website, program evaluation studies, member surveys, compliance reviews and Information Sharing Agreements

**Record Number:** CBSA ADM 111

### Free and Secure Trade (FAST) Program

**Description:** Describes records related to the Free and Secure Trade (FAST) Program including pre-approvals for low-risk commercial drivers, carriers and importers with expedited customs clearance of pre-approved eligible goods imported into Canada or the United States at designated major border crossings. May also include records related to the establishment or use of electronic systems used to administer or manage the program including the U.S. Customs and Border Protection's Global Online Enrollment System (GOES), the Integrated Customs System (ICS), the Integrated Customs Enforcement System (ICES), Citizenship and Immigration Canada's Field Operations Support System (FOSS), the Royal Canadian Mounted Police's Canadian Police Information Centre (CPIC) and Police Information Retrieval System (PIRS), the U.S. Federal Bureau of Investigation's National Crime Information Center (NCIC) and the Accelerated Commercial Release Operations Support System (ACROSS).

**Document Types:** Forms, website, program evaluation studies, member surveys, and compliance reviews

**Record Number:** CBSA ADM 116

## Admissibility Determination

Through the Admissibility Determination program, the CBSA develops, maintains and administers the policies, regulations, procedures and partnerships that enable border services officers to intercept people and goods that are inadmissible to Canada and to process legitimate people and goods seeking entry into Canada within established service standards. In addition, the Agency develops, maintains and administers the policies, regulations, procedures and partnerships to control the export of goods from Canada.

In the traveller stream, border services officers question people upon arrival to determine if they and their personal goods meet the requirements of applicable legislation and regulations to enter Canada. Border services officers will then make a decision to grant entry or refer a person for further processing (e.g. payment of duties and taxes, issuance of a document), and/or for a physical examination.

In the commercial stream, carriers and importers are required to provide information to the

CBSA at or prior to arrival in Canada. Border services officers review the status of pre-arrival decisions and/or the provided accompanying documentation to determine whether the goods meet the requirements of applicable legislation and regulations to enter Canada. Based on this determination, a border services officer may refer the goods for further processing, examination and/or scientific/engineering analysis. Upon further examination goods may be seized or penalties imposed.

With some exceptions, stemming from the policies and legislative requirements of some of our partner departments and agencies, all goods being exported from Canada must be reported "in writing" to the CBSA.

### Carrier and Cargo Program

**Description:** Describes records related to the Carrier and Cargo Program. This program monitors the importation and transport of imported goods, into and through Canada. Its policies impact the freight forwarders, importers and carriers, operating in the highway, air, rail and marine modes. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS) and the Integrated Customs System (ICS).

**Document Types:** Policy, Procedures, Customs Notices and Memos.

**Record Number:** CBSA ADM 105

### Carrier Code Program

**Description:** Describes records related to the Carrier Code Program. This program enables commercial clients transacting business with the Canada Border Services Agency (CBSA) to obtain a client identifier - a carrier code. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Customs Commercial System (CCS) and Accelerated Commercial Release Operations Support System (ACROSS) and Integrated Customs System (ICS) and Customs Management Reporting System (CMRS).

**Document Types:** Commercial carrier applications, client questionnaires, debt requests, various correspondence (approvals/rejects/request for more information etc) and Memoranda of Understanding

**Record Number:** CBSA ADM 106

### Carrier and Cargo Program

**Description:** This bank describes information that is used in support of a carrier's application for a carrier code in order to transport commercial goods into Canada by air, highway, sea, or rail. The personal information may include name, contact information, financial information related to security bonds, carrier code, other identification numbers, and signature. Personal information may also include, in the case of sole proprietorship commercial carriers: passport, driver's license and birth certificate information.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request Form, individuals requesting information described by this bank must provide legal business name, client ownership type, security information, brief description of intended operation, vehicle equipment listing. Information may be stored in the following internal systems/databases: Accelerated Customs Release Operating Support System/Integrated Customs System/ Customs Commercial System /Customs Machine Release System/ Internal CCP database

**Class of Individuals:** General Public, commercial carriers and their representatives including customs brokers and witness for principal, notary public, commissioner of oath or lawyer

**Purpose:** The personal information is used to administer and determine eligibility to the Carrier and Cargo Program, disburse funds held in security bonds once a carrier ceases operations, establish an inventory of all carrier clients and security held by the Carrier and Cargo Program. The authority to collect personal information is authorized by Section 12(2) of the *Customs Act* and the *Reporting of Imported Goods Regulations* Section 4 and prescribed forms.

**Consistent Use:** The information may be used or disclosed for the following purposes: enforcement, reporting to senior management, safety, security and evaluation. Client and security information may be shared within Canada Border Services Agency (CBSA) with the Comptrollership Branch to report fiscal year deposits and withdrawals. Information may be shared within Canada Border Services Agency (CBSA) for Enforcement. Refer to Customs Seizure Records, CBSA PPU 015. Information is used or disclosed for mailing list purposes; information is included with regular mailing programs.

**Retention and Disposal Standard:** Record will be retained for 2 years after the applicant cancels participation in the program for Bonded Carriers while records will be retained for 15 years after the applicant cancels participation in the program for Non-Bonded Carriers. Hardcopy records are then destroyed. Electronic records are kept indefinitely to maintain a history of the carrier code.

**Records Disposition Authority (RDA):** 2000/033.

**Related Class of Record Number:** CBSA ADM 105, CBSA ADM 106

**TBS Registration:** 20100121

**Bank Number:** CBSA PPU 045



## Special Services Program

**Description:** Describes records related to the Special Services Program. May include records related to the use of electronic systems used to administer or manage the program including the Temporary Accounts Receivable System (TARS), Systems Applications and Products (SAP) in data processing Revenue Ledger, Consolidated Management Reporting System (CMRS) and the Corporate Accounting System (CAS).

**Document Types:** Forms, Memos, performance measurement data, service logs, invoices and revenue collection documentation.

**Record Number:** CBSA ADM 134

### Overt Audio-Video Surveillance

**Record Number:** CBSA BPD 1101

#### Overt Audio Video Surveillance

**Related Class of Record Number:** CBSA BPD 1101

**Bank Number:** CBSA PPU 1104

## Customs Controlled Areas (CCA)

**Description:** Describes records related to the Customs Controlled Areas (CCA) program which develops and maintains enforcement guidelines and procedures. May include records related to the use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), National Case Management System (NCMS), and Citizenship and Immigration Canada's Field Operations Support System (FOSS). Key program stakeholders include: Royal Canadian Mounted Police (RCMP) provincial, municipal and local police authorities, and the Department of Justice (DOJ).

**Document Types:** Reports, procedures, training materials, analysis and planning documents, statistics.

**Record Number:** CBSA BPD 1102

### Customs Controlled Areas (CCA)

**Description:** This bank describes information that is related to enforcement activities performed pursuant to the Customs Controlled Areas legislation and regulations. The personal information may include name, contact information, citizenship status, date of birth, employee identification number, other identification numbers, physical attributes and signature.

**Class of Individuals:** General public, domestic workers in an international airport, agency, casual, student, term domestic workers working at an international airport, persons acting on behalf of an individual, power of attorney, persons prescribed by Customs Controlled Areas regulations.

**Purpose:** The personal information is used to administer the Customs Controlled Areas activities. Personal information is collected pursuant to Sections 11.2, 11.5, 99.2 and 99.4 of the Customs Act and Customs Controlled Areas regulations.

**Consistent Use:** The information may be used or disclosed for the following purposes: enforcement, reporting to senior management, safety and security. Personal information may be shared with Royal Canadian Mounted Police (RCMP) PIB # RCMP PPU 005, Health Canada PIB # HC PPU 088, Canadian Food Inspection Agency (CFIA) PIB # CFIA PPU 096, Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) PIB # FINTRAC PPU 020, Citizenship and Immigration Canada (CIC) PIB # CIC PPU 050, National Resources Canada, Canadian Firearms Centre, Convention on International Trade in Endangered Species (CITES), Department of Foreign Affairs and International Trade Canada (DFAIT) and Industry Canada. Customs information may be shared with foreign customs agencies under Customs Mutual Assistance Agreements, Mutual Legal Assistance Treaties, MOUs or other agreements and arrangements. Personal information may be shared with international institutions like Interpol. Personal information may be shared with Provincial law enforcement authorities and Liquor Control Boards. Personal information may be shared with Municipal law enforcement authorities. Personal information may be shared with Department of Justice. Personal information may be shared with intelligence, investigations, recourse to enforce CBSA mandate. Information is used or disclosed for law enforcement purposes.

**PIA:** A PPIA and PIA have been developed prior to the development of the PIB. PPIA completed and submitted to OPC in 2010. PIA submitted to OPC in 2011.

**Retention and Disposal Standard:** Records will be retained for a maximum of 10 years after and then are destroyed.

**Records Disposition Authority (RDA):** 2000/033

**Related Class of Record Number:** CBSA BPD 1102

**TBS Registration:** 20110676

**Bank Number:** CBSA PPU 1106

## Casual Refund Program

**Description:** Describes records related to the Casual Refund Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Casual Refund System (CRS), Standard Payment System

(SPS) and Casual Refund Electronic Data Interchange Transaction System (CREDITS).

**Document Types:** Canada Border Services Agency (CBSA) Informal Adjustment Request, Canada Border Services Agency (CBSA) Postal Import Form, Agreement to Electronically Process Casual Refunds Claims, Memos, CREDITS system documentation, CRS and SPS system descriptions and user manuals, provincial tax reports and statistical reports.

**Record Number:** CBSA ADM 124

### Casual Refund Program

**Description:** This bank describes information that is used in support of the Casual Refund Program. The personal information may include name, contact information, citizenship status, credit information, other identification numbers, signature and customs import receipt number.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the Informal Adjustment Request Number.

**Class of Individuals:** General Public. (Canadian and/or Foreign Casual Importers)

**Purpose:** The personal information is used to administer the Casual Refund Program with the purpose of determining eligibility for refunds of duties and taxes and to facilitate refund payments to Canadian and/or Foreign casual importer. Personal information is collected pursuant to *Sections 59(1)(a)(ii), 74 and 76 of the Customs Act.*

**Consistent Uses:** The information may be used or disclosed internally for the following purposes: Evaluation. The information may be disclosed externally to *Public Works & Government Services Canada (PWGSC) - Receiver General Deposits PWGSC PCU 717 & Receiver General Payments PWGSC PCU 712 and Canada Revenue Agency (CRA) - Detection and Investigations CRA PPU 095* for the purposes of issuing refunds and/or to collect outstanding monies owed.

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

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 124

**TBS Registration:** 20120443

**Bank Number:** CBSA PPU 1201

#### Air Examination Program

**Record Number:** CBSA ENF 121

#### Marine Container Examination Program

**Record Number:** CBSA ENF 132

#### Rail Contraband Examination Program

**Record Number:** CBSA ENF 134

#### Traveller Processing

**Record Number:** CBSA ENF 129

##### Traveller Processing

**Related Record Number:** CBSA ENF 129

**Bank Number:** CBSA PPU 1101

##### Customs Seizure Records

**Related Record Number:** CBSA ENF 121, CBSA ENF 129, CBSA ENF 132, CBSA ENF 134

**Bank Number:** CBSA PPU 015

### Account Security Program

**Description:** Describes records relating to the Account Security Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Customs Commercial System (CCS), Facility Information Retrieval Management System (FIRM), Customs Automated Data Exchange System (CADEX) and Electronic Data Indicator System (EDI).

**Document Types:** Forms; Surety documentation, Riders, Endorsements, Direct Security and GST Option letters

**Record Number:** CBSA ADM 121

### Post-Release Verification Program

**Description:** Describes records related to the Post-Release Verification Program focusing on tariff classification, origin and valuation. May include records related to the use of electronic systems used to administer or manage the program, including the Compliance Management System (CMS), the Canada Border Services Agency's (CBSA) NAFTA log, the Customs Commercial System (CCS), the Consolidated Management Reporting System (CMRS), the Facility Information Retrieval Management System (FIRM), and the Accelerated Commercial Release Operations Support System (ACROSS).

**Document Types:** Trade Verification Manual, Briefing Notes, Compliance Management System, as well as Books and Records, National Training Plan for Trade Services, Memos, Guidelines, Verifications Checklists, letters, Verification reports, and the Introduction to Trade Service Course.

**Record Number:** CBSA ADM 125

### Entry, Accounting and Adjustment Program

**Description:** Describes records related to the Entry, Accounting and Adjustment Program. May include records related to the establishment or use of electronic systems used to administer and manage the program including CCS, the Refund Cheque Issue System (RCIS), G11 System, Facility for Information Retrieval Management (FIRM), the Standardized Payments System (SPS), the Accelerated Commercial Release Operations Support System (ACROSS), and the Temporary Accounts Receivable System (TARS).

**Document Types:** Forms, Briefings Notes, Memoranda of Understanding, system test packages, client files, and Memos.

**Record Number:** CBSA ADM 127

### Brokers Licensing Program

**Description:** Describes records relating to the Brokers Licensing Program, which may include records of licensed customs brokers.

**Document Types:** Forms, Licensing Advisory Committee Non-Disclosure Agreement, Customs broker's financial statements, Surety documentation, and a list of candidates who have successfully completed the "Qualifying" or "Professional" customs brokers examination.

**Record Number:** CBSA ADM 123

#### Customs Brokers - Professional and Qualified Status

**Description:** This bank describes individual candidates who have successfully completed the "Qualifying" or "Professional" customs brokers' examination.

**Class of Individuals:** Individual candidates who have successfully completed the "Qualifying" or "Professional" customs brokers' examination. The database is maintained on the computers in the Broker Licensing and Account Security Section.

**Purpose:** The purpose of this bank is to maintain a record of all persons who have successfully completed one or both of the customs brokers' examinations and to record the customs brokerage firm under whose license authority they transact business. As some individuals may lose their status by being absent from the brokerage industry for a period of time in excess of one year, the database allows the determination of candidates who have "lost" their status and would be required to re-qualify in order to assume certain positions with licensed customs Brokerage firms. Individuals who have been appointed to "qualified positions" with licensed Brokerage firms would also be recorded on the individual's brokerage firm's files. It should be noted that the Qualified Person requirements is no longer in effect and that no further records will be maintained for the Qualified Person. The Qualified Officer requirement remains and records will continue to be maintained for these individuals. The information on the database is mostly available on brokers' files (7637-2/Name of Broker).

**Consistent Uses:** None.

**Retention and Disposal Standards:** Files are retained for seven years, and then destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 123

**TBS Registration:** 000009

**Bank Number:** CBSA PPU 006

### Export Program

**Description:** Describes records related to exportation of goods into Canada including statistics and control. May include records related to the establishment or use of electronic systems used to administer or manage the Export Program including the Accelerated Commercial Release Operation Support System (ACROSS).

**Document Types:** Memos, Forms, Guides and Brochures, Information Sessions and Seminars documentation, Memoranda of Understanding, Information Sharing Agreements and Written Collaborative Agreements.

**Record Number:** CBSA ADM 129

#### Export Program

**Description:** This bank describes information related to the exportation of goods from Canada. The personal information may include business identification number.

**Class of Individuals:** General public, business proprietors.

**Purpose:** The personal information is used to administer the Canada Border Services Agency Export Program. Personal information is collected pursuant to the Customs Act - Section 95.

**Consistent Uses:** The information may be used or disclosed for the following purposes: Enforcement, Safety, Security and Statistics and may be shared with Statistics Canada, Department of Foreign Affairs and International Trade Canada (DFAIT), Canadian Security Intelligence Service (CSIS), Royal Canadian Mounted Police (RCMP), Canadian Food Inspection Agency (CFIA). The Business Identification Number may be shared internally with the Operations Branch (Border Services Officers, Intelligence, Counter Proliferation); in order to provide risk assessment checks; issue *Administrative Monetary Penalties (AMPs)* – PIB # CBSA PPU 001.

**Privacy Impact Assessment (PIA):** The development of a PIA is in progress. The Export Program is a portion of the *eManifest* PIA with an expected completion date of mid 2012.

**Retention and Disposal Standards:** Records will be retained for six years after the application was received and then are destroyed. Re-assessment will occur every five years at which time participants will be required to submit a new application form.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 129

**TBS Registration:** 20110289

**Bank Number:** CBSA PPU 1103

### Detection Technology Program

**Description:** Describes records related to the Detection Technology Program. May include records related to the establishment or use of electronic systems used to administer and manage the program including the Detection Technology Inventory Control System.

**Document Types:** Memoranda of Understanding, Service Level Agreements, test packages, repairs logs and briefing notes

**Record Number:** CBSA ENF 125

### Prohibited Importations

**Description:** Describes records related to the Prohibited Importations Unit (PIU). May include records related to the establishment or use of electronic systems used to administer or manage the program including the Technical Reference System (TRS) within the Customs Commercial System (CCS).

**Document Types:** Tariff items, Technical Reference System (TRS) within the Customs Commercial System (CCS), Continuation Sheets, Memos, Canada Border Services Agency's Policy on the Classification of Obscene Material; Canada Border Services Agency's Policy on the Classification of Hate Propaganda, Sedition and Treason; Canada Border Services Agency's Policy on the Determination of Obscenity and Hate Propaganda.

**Record Number:** CBSA ADM 133

### Integrated Border Enforcement Teams (IBETS) Initiative

**Description:** Describes records relating to the Integrated Border Enforcement Teams Initiative. May include records related to the establishment or use of electronic systems used to administer or manage the program including all corporate filing and email systems. No systems are used to administer or manage the IBET program outside of corporate filing systems.

**Document Types:** Border Threat Assessments, Memoranda of Understanding, Information Sharing Agreements, Briefing Notes, IBET Charter and Standard Operating Procedures.

**Record Number:** CBSA ENF 110

### Border Wait Times (BWT)

**Description:** Describes records related to the Border Wait Time (BWT) initiative. May include Operational Monitoring/Reporting and Border Wait Time (BWT) records.

**Document Types:** Operational briefings including land and air port of entry wait times, reports, and briefing notes.

**Record Number:** CBSA OPS 102

### Removals Program

**Description:** Includes records related to the Removals Program which enables the CBSA to remove from Canada individuals who have contravened the *Immigration and Refugee Protection Act (IRPA)* and who are subject of an enforceable removal order. May include records related to the establishment or use of electronic systems used to administer or manage the program including the *Citizenship and Immigration Canada's* Field Operations Support System (FOSS) and the National Case Management System (NCMS) and the Canadian Police Information Center (CPIC).

**Document Types:** Certificate of Departure, Notice of Removal and profile, original or copy of passport or travel document, Notice of Liability, Airline ticket (photocopy) and itinerary, Reporting Instructions, Memoranda of Understanding (MOU).

**Record Number:** CBSA ENF 135

## Removals Program

**Description:** This bank describes information that is used in support of the Removals Program which enables the CBSA to remove - from Canada - individuals who have contravened the Immigration and Refugee Protection Act (IRPA) and who are subject to an enforceable removal order. The personal information may include name, contact information, biographical information, biometric information, citizenship status, criminal checks/history, date of birth, employee personnel information, financial information, medical information, other identification numbers, physical attributes, place of birth, signature and travel documentation.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the their date of birth, approximate date and port of entry into Canada and the Field Operations Support System (FOSS) ID number. Information may be stored in the following internal systems/databases: Field Operations Support System (FOSS) and National Case Management System (NCMS).

**Class of Individuals:** Persons found inadmissible to Canada and subject to a removal order.

**Purpose:** The personal information is used to administer the Removal Program and to facilitate the enforcement of removal orders. Personal information is collected pursuant to *Sections 48(2) and 16(3) of the Immigration and Refugee Protection Act (IRPA)*.

**Consistent Uses:** The information may be used or disclosed in the administration and enforcement of the Immigration and Refugee Protection Act (IRPA). The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews for the enforcement of immigration legislation. Uses also include the sharing of information with Public Safety Canada, Canadian Security Intelligence Service (CSIS), the Department of Justice (DOJ), Citizenship and Immigration Canada (CIC) and the Royal Canadian Mounted Police (RCMP) to facilitate removals from Canada. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities for the purposes of the administration and enforcement of immigration legislation. Personal information relating to removal orders (departure orders, deportation orders and exclusion orders) issued by CBSA Enforcement officers, and their execution, may be disclosed by media relations officers when it has been determined that the disclosure is necessary for the administration and enforcement of the Immigration and Refugee Protection Act (IRPA) and the detection, suppression and prevention of immigration offences. Information may be disclosed to medical practitioners for the purpose of providing medical opinions on medical requirements for removal. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. Other uses may include the sharing of information with the insurance and employment programs of Human Resources and Social Development Canada (HRSDC), the Immigration and Refugee Board of Canada (IRB), Department of Foreign Affairs and International Trade Canada (DFAIT), Health Canada, for assessment, provision of settlement assistance, administration of provincial programs and for research purposes. Information may also be shared with Statistics Canada and Department of Foreign Affairs and International Trade Canada (DFAIT) for statistical and planning purposes; refer to Canadian Security Intelligence Service Investigational Records CSIS PPU 045, Operations Records RCMP OPS 002, National Security Records PS PPU 026, Civil Proceedings and Legal Services JUS PPU 010, Immigration Case File CIC PPU 042, Insurance Claim File HRSDC PPU 150, Immigration Division Case Files, IRB PPU 140, Consular Affairs - Citizenship DFAIT PPU 005.

**Retention and Disposal Standards:** Under Development

**RDA Number:** Under Development

**Related Record Number:** CBSA ENF 135

**Bank Number:** CBSA PPU 1301

## Environment and Trade Program

**Description:** Describes records relating to the Environment and Trade Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), Customs Commercial System (CCS) and Facility for Information Retrieval Management (FIRM).

**Document Types:** Memoranda of Understanding, Standard Operating Procedures, requests for trade data reports, policy, guidance materials and Memos.

**Record Number:** CBSA ADM 128

## CBSA Programs/Operations Systems Development

Record Number: CBSA ENF 137

**Integrated Customs Enforcement System (I.C.E.S.)****Related Record Number:** CBSA ENF 137**Bank Number:** CBSA PPU 016**Intelligence Program****Related Record Number:** CBSA ENF 137, CBSA ENF 1401**Bank Number:** CBSA PPU 035**Enforcement Data System**

**Description:** This bank describes information from the enforcement records of persons who have come under examination at a port of entry or an investigation at an inland office. Personal information may include name, address, birth date, country of birth, enforcement action undertaken (i.e. inadmissibility reports, arrest reports, hearing or removal under the *Immigration and Refugee Protection Act (IRPA)*), fingerprints, digital photographs, personal histories of refugee claimants, immigration applications and the date and place of each event in the process.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide their name, date of birth, approximate date of entry to Canada and port of entry. The *Enforcement Data System* is a subsystem (batch system) of the *Field Operations Support System (FOSS)*. The deportation order is available on persons subject to the removal process from January 1, 1973. Some of the information may be duplicated in the *Immigrant Case File - CIC PPU 042* and the *Permanent Resident Data System - CIC PPU 053*.

**Class of Individuals:** Persons who have been subject to the enforcement provisions of the *Immigration and Refugee Protection Act (IRPA)* and its' associated Regulations.

**Purpose:** The purpose of this bank is to help determine the admissibility of persons to Canada or the right of persons to remain in Canada, and to produce statistical reports in support of the Canada Border Service Agency's (CBSA) enforcement function.

**Consistent Uses:** The information may be shared internally for the purposes of enforcement, reporting to senior management, audit and evaluation and safety and security purposes. The information may be shared externally with *Citizenship and Immigration Canada (CIC)* for the administration and/or enforcement of *IRPA* and/or the *Citizenship Act*; refer to: *Immigration Case File CIC PPU 042*, with *Employment and Social Development Canada (ESDC)* for the purposes of administering the *Temporary Foreign Worker Program (TFWP)*; refer to *Temporary Foreign Worker Program (TFWP) HRSDC PPU 440*, with the *Immigration and Refugee Board (IRB)* for the purposes of administering their programs, administration and enforcement of immigration legislation - including appeals - under the *Immigration and Refugee Protection Act (IRPA)*; refer to: *Immigration Division Case Files IRB PPU 140* and *Immigration Appeal Division (IAD) Records IRB PPU 110*, with *Canadian Security Intelligence Service (CSIS)* and with the *Royal Canadian Mounted Police (RCMP)* for the purposes of conducting security reviews and/or investigations related to immigration legislation; refer to: *Security Assessments/Advice SIS PPU 005* and *Operational Case Records RCMP PPU 005*, with the *Department of Justice (DOJ)* for the purposes of law enforcement; refer to: *Civil Proceedings and Legal Services JUS PPU 110*. The information may also be shared with foreign governments under the terms of agreements/arrangements and the purposes of lawful investigations and/or the enforcement of any law.

**Retention and Disposal Standards:** Under Development

**RDA Number:** Under Development

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 005218

**Bank Number:** CBSA PPU 032

**Enforcement Information Index System (EIIS)**

**Description:** This bank describes summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on persons whose entry and re-entry to Canada would be dangerous to Canadian security. This is part of Field Operations Support System (FOSS), a Citizenship and Immigration Canada owned system.

**Class of Individuals:** Persons seeking admission to Canada, and some permanent residents of Canada.

**Purpose:** This bank is used for identifying the above individuals and subjecting them to a more detailed immigration examination. Information is used to enforce the *Immigration and Refugee Protection Act* and may be used for internal audit purposes.

**Consistent Uses:** Information contained in the EIIS entry in FOSS may be shared because it belongs to the Canada Border Services Agency (CBSA). Information may be shared with Foreign Affairs and International Trade Canada (DFAIT), the Immigration and Refugee Board of Canada (IRB), the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS) (SIS PPU 005 / SRS PPU 005) to facilitate the examination and to conduct criminal and security investigations related to immigration/citizenship legislation. It may be shared with foreign governments pursuant to an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation.

**Retention and Disposal Standards:** Automated information is retained for 50 years. Band microfilmed information is retained for 15 years and then destroyed.

**RDA Number:** 88/012

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 002370**Bank Number:** CBSA PPU 025

## Advance Passenger Information/Passenger Name Record (API/PNR) Program

**Description:** Describes records related to the API/PNR Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Passenger Information System (PAXIS), the Integrated Customs Enforcement System (ICES) and Citizenship and Immigration Canada's Field Operations Support System (FOSS).

**Document Types:** Traveller's API/PNR Information Request Form, Memos, PAXIS system description and test packages, evaluation reports, passenger profile documentation, documentation from commercial carriers, compliance reviews and investigations and Memoranda of Understanding.

**Record Number:** CBSA IST 001

### Advance Passenger Information / Passenger Name Record Program (API/PNR)

**Description:** This bank describes information about individuals seeking to enter Canada. Under Canadian law, all commercial carriers are required to provide Advance Passenger Information / Passenger Name Record (API/PNR) data relating to all individuals on board commercial conveyance bound for Canada. In the case of the Advance Passenger Information (API) personal information includes: name, date of birth, gender, citizenship or nationality and travel document information, reservation record locator number. With respect to the Passenger Name Record (PNR), personal information may include: name, traveller's reservation and travel itinerary, which could include point of origin and destination, dates and times of travel, address where the passenger will be residing while in Canada.

**Class of Individuals:** General Public - including employees of the airline carriers - who are travelling on a commercial conveyance destined for Canada.

**Purpose:** The personal information is collected pursuant to *section 107.1 of the Customs Act*, the *Passenger Information (Customs) Regulations*, *paragraph 148(1)(d) of the Immigration and Refugee Protection Act (IRPA)* and *Regulation 269 of the Immigration and Refugee Protection Regulations* for the purposes of administering the Advance Passenger Information / Passenger Name Record (API/PNR) Program, which involves performing a risk assessment including a scenario based risk analysis and query for enforcement and intelligence information for individuals prior to their arrival in Canada. The *Protection of Passenger Information Regulations* govern the processing of API/PNR data, including access, usage and disclosure.

**Consistent Uses:** The information may be disclosed internally for the purposes of audit, evaluation, and/or research. The information may be disclosed to the *Royal Canadian Mounted Police (RCMP)* and the *Canadian Security Intelligence Service (CSIS)* for the purposes of law investigations/enforcement. Refer to: *Criminal Operation Intelligence Records RCMP PPU 015*; *National Security Investigations Records RCMP PPU 025* and *Investigational Records CSIS PPU 045*. Passenger Information collected for Canada Border Services Agency's (CBSA) API/PNR program may be shared with the U.S. Department of Homeland Security on a case-by-case basis, pursuant to a Memorandum of Understanding with the purpose of facilitating the examination of high-risk individuals arriving by air in Canada or the U.S.

**Privacy Impact Assessment (PIA):** A PIA was completed in 2003-2004.

**Retention and Disposal Standards:** Records will be retained for 3.5 years from date of receipt and then the records are destroyed. Where the API and PNR information relates to a person who is the subject of an investigation in Canada the API/PNR information will be transferred to an enforcement database of the Canada Border Services Agency (CBSA) and be retained in that system for a period of no more than 6 years and destroyed after 6 years.

**RDA Number:** 90/002

**Related Record Number:** CBSA IST 001

**TBS Registration:** 005388

**Bank Number:** CBSA PPU 008

## Highway Mode

The Highway Program identifies and intercepts people and goods that are inadmissible to Canada seeking entry at 120 designated land ports of entry while ensuring that legitimate people and goods are processed within established service standards. Border services officers conduct interviews of persons and drivers of commercial carriers and then make a decision to allow the entry of a person or shipment or refer them for further processing (e.g. payment of duties and taxes, issuance of a document) and/or examination (e.g. physical search of a vehicle, further investigation of admissibility).

In the commercial stream, importers are required to account for their goods, and carriers and exporters are required to report their goods.

Examinations may be performed with the use of specialized tools (e.g. gamma ray imaging Vehicle and Cargo Inspection System, ion scanners and detector dogs) and may include a full or partial offload of the goods to detect the presence of prohibited or restricted goods (e.g. narcotics or weapons). People and/or goods found to be in violation of the applicable legislation and/or regulations may be subject to a monetary penalty, seizure or denied entry to Canada.

### Single Window Initiative

**Description:** Describes records related to the Single Window Initiative (SWI). This initiative will streamline the electronic collection, use and dissemination of commercial trade data required to support the mandates of other government departments (OGDs) on whose behalf the Canada Border Services Agency (CBSA) performs functions at the border, which relate to trade.

**Document Types:** Single Window Project Charter, Single Window Framework Document, Administration Documents.

**Record Number:** CBSA ADM 118

### Sufferance Warehouse Program

**Description:** Describes records (e.g. licensee information) related to the Sufferance Warehouse Program. May include records related to the establishment or use of the Release Notification System (RNS), an electronic system used to report and query the status of shipments.

**Document Types:** Policy Memos, Application Forms, documents relating to the physical structure of the warehouses, financial bonds, licences and audits.

**Record Number:** CBSA ADM 119

### Air Mode

The Air Program identifies and intercepts people and goods that are inadmissible to Canada seeking entry at designated airports while ensuring that legitimate people and goods are processed within established service standards.

Upon arrival, border services officers conduct interviews of persons seeking entry into Canada, aided by electronic pre-arrival risk-assessment information submitted by the airlines. CBSA officers make a decision to admit the person or refer them for further processing (e.g. payment of duties and taxes, issuance of a document) or examination.

For private and corporate aircraft and general aviation traffic reporting through the Telephone Reporting Centre, various checks are conducted by means of the telephone reporting system. Border services officers make a decision to admit people or refer them for further processing or examination.

In the commercial stream, importers are required to account for their goods, and carriers and exporters are required to report their goods. More specifically, air carriers are required to submit electronic pre-arrival information related to their goods for import. Those goods meeting the requirements of border-related legislation are released at the airport or at a designated sufferance warehouse, while those goods identified as potentially being inadmissible are held for an examination.

To assist border services officers in their examinations, detection tools such as detector dogs and ION scanners may be utilized. People and goods found to be in violation of the applicable legislation and/or regulations may be subject to a monetary penalty, seizure or denied entry to Canada.

### Temporary Resident Biometrics Project (TRBP)

**Description:** Describes records related to applications made by clients at overseas offices and Canadian ports of entry (POE). The record will contain biographical data and a facial photograph of the applicant. The introduction of biometrics in the temporary resident stream screening process will enhance the admissibility screening of applicants, fix a client's identity at the time of application and allow the verification of that identity when this individual seeks entry at the border. The lead department on the project is Citizenship and Immigration Canada (CIC). May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Primary Inspection Line (IPIL), Integrated Customs Enforcement System (ICES), Secure Tracking System (STS), Screening Referral Request (SSR), CIC's Field Operations Support Systems (FOSS), and/or Global Case Management System (GCMS). Key programs stakeholders include: Citizenship and Immigration Canada (CIC) and the Royal Canadian Mounted Police (RCMP)

**Document Types:** To date, only project documentation has been prepared, i.e. Project Charter, Business Case and Treasury Board Submission.

**Record Number:** CBSA IST 006

### Five Country Conference (FCC) Biometric Matching and Information Sharing Initiative

**Description:** Describes records related to the Five Country Conference (FCC) Biometric Matching and Information Sharing Initiative. May include records related to the establishment or use of electronic systems used to administer and manage the program including the Field Operation Support System (FOSS), the Global Case Management System (GCMS) and the National Case Management System (NCMS).

**Document Types:** FCC Protocol Search Code Guide, FCC High Value Data Sharing Protocol, Threat Risk Assessment, Secure File Share Server Agreement for FCC Biometric Data Sharing, FCC Request for Information Form, Privacy Impact Assessments, FCC Tracking Log, Statements of Mutual Understanding, and Memoranda of Understanding.

**Record Number:** CBSA ENF 127



**Air Cargo Security Initiative****Record Number:** CBSA ENF 100**CBSA Programs/Operations Systems Development****Record Number:** CBSA ENF 137**Primary Automated Lookout System - Airport****Related Record Number:** CBSA ENF 137**Bank Number:** CBSA PPU 117**Rail Mode**

The Rail Program identifies and intercepts people and goods that are inadmissible to Canada seeking entry at a rail port of entry or rail yard while ensuring that legitimate people and goods are processed within established service standards.

Rail operators are required to report train, passengers and/or cargo information to the CBSA at or prior to arrival to Canada. Border services officers may conduct onboard interviews of travellers seeking entry into Canada upon arrival at the border to determine their admissibility or whether further processing (e.g. payment of duties and taxes, issuance of a document) or examination (e.g. physical search of baggage, further investigation of admissibility) is required.

In the commercial stream, border services officers review the electronic information submitted by the rail carrier and the importer/exporter, and make a decision to release the cargo or refer it for an examination at the rail yard.

**WINFALL Program**

**Description:** Describes records related to the Winfall Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), the Customs Commercial System (CCS), the Facility Information Retrieval Management System (FIRM), the Integrated Customs Enforcement System (ICES), and Citizenship and Immigration Canada's Field Operations Support System (FOSS).

**Document Types:** Forms, Memos, Customs Enforcement Manual, Rail Examination Policy and Procedures.

**Record Number:** CBSA ENF 120

**Marine Mode**

The Marine Program identifies and intercepts people and goods that are inadmissible to Canada seeking entry at a marine port of entry, while ensuring that legitimate people and goods are processed within established service standards.

Prior to arrival in the traveller stream, border services officers receive information regarding the passengers and crew aboard cruise ships, ferries, tour boats, private small vessels in the Trusted Traveller Program and commercial vessels. At large Cruise Ship offices and certain ferry terminals, passengers are processed using IPIL (Integrated Primary Inspection Line). For those private vessels reporting through the Telephone Reporting Centre, various checks are conducted by means of the telephone reporting system. Border services officers make a decision to admit people or refer them for further processing or examination.

In the commercial stream, importers are required to account for their goods. Carriers and exporters are required to report their goods: marine carriers are required to submit advance electronic information for imports and have the option for exports. To assist border services officers in their examinations, detection tools such as Remote Operated Vehicles and Vehicle and Cargo Inspection System are used. One hundred percent of marine containers in major ports are scanned for the presence of radiological material using radiation portals. People and goods that are found to be in violation of the applicable legislation and/or regulations may be subject to enforcement action which may include a monetary penalty, seizure, or denied entry to Canada.

**Ferry and/or Tour Boat Program****Record Number:** CBSA ADM 115**Bay Plan Reporting Initiative****Record Number:** CBSA ENF 101**Postal**

The Postal Program identifies and intercepts international mail items valued less than CAD\$1,600 that are inadmissible to Canada while ensuring that legitimate mail items are processed within established service standard and applicable duties and taxes are assessed and collected. Mail items valued at CAD\$1,600 or higher are processed in the regular commercial import stream.

The Postal Program operates at three CBSA Mail Centres in Canada. Border services officers conduct an inspection of international mail items to determine whether further processing (e.g. assessment and payment of duties and/or taxes) and/or a physical examination is required. Mail items that do not require CBSA intervention are released to Canada Post for delivery.

To assist border services officers in their examinations, detection tools such as X-ray, and detector dogs may be used. Mail items found to be in violation of the applicable legislation and/or regulations may be seized on behalf of other government departments. The importer is advised of their appeal rights, and Canada Post is advised that the item has been taken from the mail stream. All other items that are deemed admissible, after examination, are released to Canada Post for delivery.

**Postal Program**

**Description:** Describes records related to Postal Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Postal Imports Control System (PICS), Postal Imports Control System Head Quarters (PICS HQ), Accelerated Commercial Release Operations Support System (ACROSS) and Integrated Customs Enforcement System (ICES).

**Document Types:** Memos, Forms, Pamphlets and an agreements concerning processing and clearance of Postal Imports.

**Record Number:** CBSA ADM 136

### Mail Seizure Database

**Description:** This database describes electronic records of all mail seizures executed by Intelligence Unit personnel in the BC/Yukon Region. Data includes: individual's name, address, status in Canada, client identification number of both the addressee and sender; date item detained by the Canada Border Services Agency (CBSA); date examined or seized by Immigration; disposition of seizure; seizure type (partial or full seizure); seizure documents (document holder name; nationality of document, document type); comments, and mail carrier information (carrier name, shipping and control number).

**Class of Individuals:** The bank describes information on individuals whose mail has been seized by Canada Border Services Agency (CBSA).

**Purpose:** The purpose of the database is to provide a detailed record of every mail seizure in the BC/Yukon Region in order to support the intelligence function.

**Consistent Uses:** Information may be considered in relation to immigration applications processed by Citizenship and Immigration (CIC PPU 039 / CIC PPU 042 / / CIC PPU 055) personnel and for intelligence reports regarding the movement of documentation into Canada. Information may be shared with the Royal Canadian Mounted Police (RCMP) for the purpose of investigations related to immigration legislation.

**Retention and Disposal Standards:** Paper records are retained for two years after the last administrative action. In some cases that involve complex issues/proceedings, they are kept for 10 years. As for automated records, they are retained for policy analysis purposes to monitor effectiveness of the program and are kept for 10 years and then destroyed.

**RDA Number:** 88/012

**Related Record Number:** CBSA ADM 136

**TBS Registration:** 005204

**Bank Number:** CBSA PPU 023

### Courier Low Value Shipment

The Courier Low-Value Shipment (LVS) Program identifies and intercepts courier importations that are inadmissible to Canada. The importations, which are conducted by approved courier participants, enter at designated sufferance warehouses. This provides a streamlined reporting, release and accounting process for most courier importations valued at less than CAD\$1,600. Mail items valued at CAD\$1,600 or higher are removed from the Program and processed in the regular commercial process.

To participate in the Courier LVS Program, a courier company must be pre-approved by the CBSA. Prior to the arrival of a courier shipment, the CBSA reviews the electronic information submitted by the courier to determine whether the goods meet the requirements of the Program and applicable legislation and/or if a physical examination is required. If a physical examination is required, the item is presented to a border services officer upon arrival. To assist border services officers in their examinations, detection tools such as targets and detector dogs may be used. Goods found to be in violation of the applicable legislation and/or regulations may be subject to a monetary penalty or seizure.

### Courier Low Value Shipment (LVS) Program

**Description:** Describes records relating to the Courier Low Value Shipment (LVS) Program. May include records related to the use of electronic systems used to administer or manage the program including the Accelerated Commercial Release Operations Support System (ACROSS), the Customs Commercial System (CCS) and the Integrated Customs System (ICS), Integrated Customs Enforcement System (ICES), and Police Information Retrieval System (PIRS).

**Document Types:** Memos, Information relating to the Persons Authorized to Account for Casual Goods Regulation, Guidelines, Policies, Procedures, Courier Imports Remission Order (CIRO), Applications and Instructions for prospective participants, Release Prior to Payment Bonds, Memoranda of Understanding, list of approved participants, Cost recovery procedures for the Courier LVS Program and other administrative records.

**Record Number:** CBSA ADM 112

### Criminal Investigations

Under the Criminal Investigations program, the CBSA protects the integrity of border-related legislation and contributes to public safety and Canada's economic security by investigating and pursuing the prosecution of travellers, importers, exporters and/or other persons who commit criminal offences in contravention of Canada's border-related legislation.

CBSA investigators review potential border legislation violations and gather evidence using a variety of investigative techniques, including search warrants, production orders and digital forensic analysis. These violations include criminal offences under the Customs Act, Immigration and Refugee Protection Act, various food, plant and animal legislation, and other border-related legislation. In conjunction with the Public Prosecution Service of Canada, the CBSA pursues the prosecution of individuals or business entities who violate Canada's border-related legislation.

### Criminal Investigations Program

**Description:** Describes records related to the investigation of individuals and entities suspected of committing offences against Canada's border legislation, such as the *Customs Act* and/or the *Immigration and Refugee Protection Act (IRPA)*, and any subsequent or related prosecution.

**Note:** Records may be found in the following systems: *Criminal Investigations Information Management System (CIIMS)*, the *Intelligence Management System (IMS)*, the *Integrated Customs Enforcement System (ICES)*, the *Field Operations Support System (FOSS)*, the *National Case Management System (NCMS)*, the *Global Case Management System (GCMS)*, the *Automated Import Reference System (AIRS)*, the *Accelerated Commercial Release Operations Support System (ACROSS)* and the *Canadian Police Information Center (CPIC)*.

**Document Types:** Policies/Directives, procedures and functional guidance, manuals, strategies, budget/finance information, performance frameworks and metrics, statistics, training strategies and course material, business cases, Memoranda to Cabinet (MC), Treasury Board Submissions, Memoranda of Understanding (MOU), Written Collaborative Agreements (WCA), Letters of Intent (LOI), Production Orders, Search Warrants, Arrest Warrants, Forms (Charge Forms, Evidence Seizure Receipt, Notice of Ascertained Forfeiture, Statement of Goods Seized, Exhibit Control, Notice of Ascertained Forfeiture, Notice of Penalty Assessment, Notice to Crown Counsel), operational bulletins, plans and reports and briefing material.

**Record Number:** CBSA ENF 123

### Criminal Investigations Program

**Description:** This bank describes information that is about individuals subject to criminal investigation by the CBSA. Personal information may include photographs, name, contact information, biographical information, biometric information, citizenship status, credit information, criminal checks/history, date of birth, date of death, educational information, financial information, personal identification numbers, physical attributes, place of birth, place of death, signature, identity/travel document, residence history, phone records, computer records, caution flags, business records, import/export information, customs infractions and seizures, immigration violations and offences, travel history.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the incident and location. [All Acts and Regulations the CBSA is responsible for](#). Personal information may be stored in the following systems: the *Criminal Investigations Information System (CIIMS)*, the *Intelligence Management System (IMS)*, the *Integrated Customs Enforcement System (ICES)*, the *Automated Import Reference System (AIRS)*, the *Accelerated Commercial Release Operations Support System (ACROSS)*, the *Field Operations Support System (FOSS)*, the *Global Case Management System (GCMS)*, the *National Case Management System (NCMS)*, the *Secure Tracking System (STS)* and the *Canadian Police Information Centre (CPIC)*.

**Class of Individuals:** General Public.

**Purpose:** Personal information is collected pursuant to the *Immigration and Refugee Protection Act (IRPA)*, the *Customs Act*, the *Customs Tariff*, the *Excise Act*, *Export and Import Permits Act* and the *Criminal Code of Canada* for the purposes of law enforcement.

**Consistent Uses:** The information may be disclosed internally to the *CBSA Operations Branch* for the purposes of the law enforcement, for purposes of detection, suppression and prevention of offences and for the purposes of quality assurance, evaluation, Program integrity and to brief senior management. The information may be disclosed externally to the *Public Prosecution Service of Canada* and the *Department of Justice (DOJ)* for the purposes of prosecution and/or appeal purposes; refer to: *Prosecutions and Prosecution-Related Activities PPS PPU 002* and *Prosecution and Related Criminal Matters JUS PPU 015*, to the *Royal Canadian Mounted Police (RCMP)* for the purposes of law enforcement; refer to: *Operational Case Records RCMP PPU 005*. The information may also be disclosed externally to Foreign Governments subject to multilateral Treaties or Written Collaborative Agreements (WCA), provincial attorney generals (crown attorneys), law enforcement bodies and detaining authorities for the purposes of law enforcement.

**Retention and Disposal Standards:** **Customs Information:** Records will be retained for five years and will then are destroyed. **Immigration Information:** Under Development.

**RDA Number:** **Customs Information:** 2000/033; **Immigration Information:** 2006/004

**Related Record Number:** CBSA ENF 123

**TBS Registration:** 20140079

**Bank Number:** CBSA PPU 1402

[CBSA Programs/Operations Systems Development](#)

**Record Number:** CBSA ENF 137

[Integrated Customs Enforcement System \(I.C.E.S.\)](#)

**Related Record Number:** CBSA ENF 137

**Bank Number:** CBSA PPU 016

## Export of Stolen Vehicles Initiatives

**Description:** Describes records related to initiatives undertaken by the Canada Border Services Agency in order to prevent the export of stolen vehicles. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES), Canadian Police Information Center (CPIC), and other Customs Intelligence Databases.

**Document Types:** Memorandum to Cabinet (Stolen Vehicles)

**Record Number:** CBSA ENF 107

## Immigration Enforcement

The Immigration Enforcement Program determines whether foreign nationals and permanent residents who are or may be inadmissible to Canada are identified and investigated, detained, monitored and/or removed from Canada.

Foreign nationals and permanent residents of Canada believed to be inadmissible are investigated and may have a report written against them by a CBSA inland enforcement officer. Depending on the type of inadmissibility, the merits of the report are reviewed by either a Minister's Delegate or an independent decision maker at the Immigration and Refugee Board of Canada (IRB) where a CBSA hearings officer represents the Minister of Public Safety. Subsequent to this review, a removal order may be issued against the foreign national or permanent resident in question. Removal orders issued against refugee claimants are conditional and do not come into force until the claim against the removal order is abandoned, withdrawn or denied by the IRB.

### CBSA Programs/Operations Systems Development

**Record Number:** CBSA ENF 137

#### Enforcement Information Index System (EIIS)

**Related Record Number:** CBSA ENF 137

**Bank Number:** CBSA PPU 025

#### Enforcement Data System

**Related Record Number:** CBSA ENF 137

**Bank Number:** CBSA PPU 032

### Overt Audio-Video Surveillance

**Record Number:** CBSA BPD 1101

#### Overt Audio Video Surveillance

**Related Class of Record Number:** CBSA BPD 1101

**Bank Number:** CBSA PPU 1104

## Immigration Investigations

The Immigration Investigations Program investigates reports and arrests foreign nationals and permanent residents already in Canada who are or may be inadmissible to Canada as defined by the Immigration and Refugee Protection Act.

Investigation techniques can include data analysis of information collected regarding an individual's immigration application, physical surveillance to locate fugitive inadmissible persons and field searches of residences and belongings for evidence. Depending on the type of inadmissibility and the status of the person in question, inadmissibility reports are reviewed by either a Minister's Delegate or the Immigration and Refugee Board of Canada. When a person fails to appear for an immigration proceeding such as an examination, admissibility hearing or removal interview, a warrant for their arrest may be issued. Warrants may also be issued against a foreign national or permanent resident where a CBSA inland enforcement officer has reasonable grounds to believe that they are inadmissible to Canada.

### Five Country Conference (FCC) Biometric Matching and Information Sharing Initiative

**Record Number:** CBSA ENF 127

### CBSA Programs/Operations Systems Development

**Record Number:** CBSA ENF 137

## Immigration Investigation Program

**Description:** Describes records related to investigations into Foreign Nationals (FN) or Permanent Residents (PR) who may be inadmissible to Canada under the *Immigration and Refugee Protection Act (IRPA)*.

**Note:** Records may be found in the following systems: the *Field Operations Support System (FOSS)*, the *National Case Management System (NCMS)* and the *Canadian Police Information Center (CPIC)*.

**Document Types:** Admissibility/Inadmissibility reports, forms (Vienna Convention Rights Form, Notice of Seizure, Notice of Arrest, Departure Order, Deportation Order, Exclusion Order), Warrants, case files, policies/directives, procedures, operational bulletins, manuals, discussion papers, Memoranda of Understanding (MOU), performance framework material, training strategies and course material, briefing notes, issue sheets and question period cards.

**Record Number:** CBSA ENF 130

### Immigration Investigations Program

**Description:** This bank describes information that is used in support of the Immigration Investigations Program, including the management of immigration arrest warrants, the preparation and confirmation of inadmissibility reports, supporting material for inadmissibility hearings, detention reviews and Immigration Appeal Division appeal hearings from visa refusal decisions or removal orders. Personal information may include name, contact information, biographical information, biometric information, citizenship status, credit information, criminal checks/history, date of birth, place of birth, educational information, financial information, physical attributes, employee personnel information, medical information, photos, signature, travel documentation, travel history and personal identification numbers.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the immigration client identification number. Personal information may be stored in the following systems: the *Field Operations Support System (FOSS)*, the *Global Case Management System (GCMS)*, the *National Case Management System (NCMS)*, the *Secure Tracking System (STS)*, the *Confirmation and Tracking System (CATS)* and the *Canadian Police Information Centre (CPIC)*.

**Class of Individuals:** Foreign Nationals (FN) and Permanent Residents (PR).

**Purpose:** Personal information is collected pursuant to the *Immigration and Refugee Protection Act (IRPA)* for the purposes of the administration and enforcement of *IRPA* and related immigration legislation and regulations.

**Consistent Uses:** The information may be disclosed internally with the *CBSA Operations and Programs Branches* for the purposes of enforcing the *Immigration and Refugee Protection Act (IRPA)*, including the "Wanted by the CBSA" initiative, audit and evaluation, briefing senior management and policy, procedural, and training development. The information may be disclosed externally to *Citizenship and Immigration Canada (CIC)* for the purposes of administering Immigration and Refugee Programs; refer to: *Immigration Case File CIC PPU 042*, to the *Royal Canadian Mounted Police (RCMP)* for the purpose of immigration law enforcement; refer to *Operational Case Records RCMP PPU 005*. The information may also be disclosed externally with various Foreign Governments subject to multilateral Treaties, Mutual Legal Assistance Treaties, or Written Collaborative Agreements (WCA) for the purposes of administering and enforcing immigration and citizenship laws. Information may also be disclosed externally to municipal/provincial/territorial law enforcement agencies and Interpol for the purposes of immigration law enforcement.

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

**RDA Number:** Customs Information: 2000/033; **Immigration Information:** 2006/004

**Related Record Number:** CBSA ENF 137, CBSA ENF 127, CBSA ENF 130

**TBS Registration:** 20140077

**Bank Number:** CBSA PPU 1403

### CBSA Programs/Operations Systems Development

**Record Number:** CBSA ENF 137

### Clients Interviewed by an Officer (DOW)

**Description:** This bank describes information on clients encountered by immigration officers at a port of entry in the Quebec Region. This file includes such items as the client's family name, first name, the date and the office where the client presented himself/herself, and the individual's status in Canada. Persons who wish to consult this information must provide their family name, first name and date of birth.

**Class of Individuals:** Individuals who appear at a port of entry of Citizenship and Immigration Canada.

**Purpose:** This file enables the local office to obtain statistics concerning the volumes of clients encountered, the nature of the requests, the issuing of documents, and the number of clients referred by Customs.

**Consistent Uses:** None.

**Retention and Disposal Standards:** The data contained in this file is retained for a period of two years and then destroyed.

**RDA Number:** 00/033

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 009941

**Bank Number:** CBSA PPU 014

### Immigration Mail and Courier Tracking System (IMPACT)

**Description:** This bank describes information related to documents and things seized under the authority of the Immigration and Refugee Protection Act. Information on known senders, shippers and receivers of the packages, of handling and seizure information and of the contents of packages and their disposal is all recorded and tracked.

**Class of Individuals:** Any person listed as a sender or receiver of a package that is detained by Canada Border Services Agency (CBSA) under the Customs Act and referred for a decision regarding seizure or release under the Immigration and Refugee Protection Act.

**Purpose:** To track information related to the process in terms of discerning patterns of activity and to respond to client requests for information on the results of processes.

**Consistent Uses:** Information is shared with the Canada Revenue Agency (CRA) in terms of the results of their examination processes and with the Royal Canadian Mounted Police (RCMP) in terms of possible prosecution under the Immigration and Refugee Protection Act.

**Retention and Disposal Standards:** Materials seized are held for a period of five years from the last administrative update.

**RDA Number:** 98/001

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 005197

**Bank Number:** CBSA PPU 022

### The File and Document Cross Reference Database (XREF)

**Description:** This bank describes electronic and paper file numbers and document titles together with numerical and alpha cross references in terms of related files and file contents. File contents cross references may be dates, persons, places, events or things.

**Class of Individuals:** Any person who is the subject of a file holding or is listed as having a significant reference within the text.

**Purpose:** To facilitate retrieval of electronic and paper information holdings related to policies, procedures, practices and reports.

**Consistent Uses:** The collected materials are an index of information holdings only that have various degrees of security classification and caveats in terms of consistent use and dissemination. The detailed holdings themselves are maintained separately and are not contained within the index. The index is not shared with any other agency but used for internal information retrieval only.

**Retention and Disposal Standards:** Index entries are generally maintained only as long as the source material, electronic or paper, is itself maintained.

**RDA Number:** 00/033

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 009942

**Bank Number:** CBSA PPU 1028

### Canadian Experience Class (CEC) Initiative

**Description:** Describes records related to the Canadian Experience Class (CEC) Initiative. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Criminal Investigations Information Management System (CIIMS), the Field operational support system (FOSS), and the National Case Management System (NCMS).

**Document Types:** Memoranda of Understanding, Work/Study to Residence Memorandum to Cabinet, Canadian Experience Class Treasury Board Submission, case files, Briefing Notes and other program records.

**Record Number:** CBSA ENF 103

### Temporary Foreign Worker Program

**Description:** Describes records related to the Temporary Foreign Worker Program. May include records related to the use of electronic systems used to administer or manage the program including the Citizenship and Immigration Canada's Field Operations Support System (FOSS), Computer-Assisted Immigration Processing System (CAIPS), and the National Case Management System (NCMS).

**Document Types:** Briefing Notes, Forms, permits, Memoranda of Understanding, Operational Bulletins, Operational Manuals and training materials

**Record Number:** CBSA ADM 135

### Temporary Foreign Worker Program

**Description:** This bank describes information that is related to the administration of the Temporary Foreign Worker Program. The personal information may include name, aliases, contact information, biographical information, citizenship status, criminal checks/history, date of birth, gender, educational information, employee identification number, passport number, client

identification number, work permit number, temporary visa number, other identification numbers, language, medical information, physical attributes, place of birth, signature and last country of residence.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the Name, aliases, date of birth, Client identification number (also known as Field Operations Support System (FOSS) number), work permit number, citizenship. Information may be stored in the following internal systems / databases: Field Operational Support System (FOSS), Global Case Management System (GCMS), Computer Assisted Immigration Processing System (CAIPS).

**Class of Individuals:** Foreign national workers and accompanying family members, employers and third party representatives under the Temporary Foreign Worker Program.

**Purpose:** The personal information is used to administer and enforce the eligibility determination of the Temporary Foreign Worker Program in respect of the issuance and revocation of a work permit and allowing entry into or to remain in Canada. Personal information is collected pursuant to *Sections 11, 20 and 22 of the Immigration and Refugee Protection Act* and *Part 11 of the Immigration and Refugee Protection Regulations*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: enforcement, reporting to senior management, safety, security, evaluation and statistical purposes. Names, date of birth and client identification number may be shared with Citizenship and Immigration Canada (CIC); refer to Temporary Worker Records and Case File - CIC PPU 054 and Human Resources and Skills Development Canada (HRSDC); refer to Foreign Worker Program - HRSDC PPU 440. Temporary foreign workers' personal information may be shared with provincial governments (i.e. provincial social services).

**Retention and Disposal Standards:** Paper records will be retained for 2 years after the last administrative action and then are destroyed. Electronic records are retained indefinitely. Work permits are microfilmed and retained indefinitely at Citizenship and Immigration Canada.

**RDA Number:** 2006/004

**Related Class of Record Number:** CBSA ADM 135

**TBS Registration:** 20100324

**Bank Number:** CBSA PPU 050

## Detentions

The Detentions Program detains and/or monitors the conditions of release of foreign nationals or permanent residents where there are reasonable grounds to believe the individual is inadmissible to Canada and where the individual is a danger to the public, poses a flight risk or where their identity is not established. Foreign nationals and permanent residents may also be detained upon entry into Canada for an examination or where the individual is suspected of being inadmissible for security reasons. They are entitled to an Immigration and Refugee Board hearing after being detained for 48 hours, 7 days and 30 days. The CBSA has three immigration holding centres in Canada located at Vancouver, Toronto and Montréal.

### CBSA Programs/Operations Systems Development

**Record Number:** CBSA ENF 137

#### Immigration Detainees Management System (IDMS)

**Description:** This bank describes information on individuals held in the Immigration Holding Centre's in Quebec by the Canada Border Services Agency (CBSA). The file makes it possible to manage detention cases by producing reports on detainees (including children) being held in the Immigration Holding Centre and in other detention facilities in Quebec. It also makes it possible to track the movements of detainees. The file contains the following information: family name, first name, date of birth, date and time of arrival, sex, country of birth, office, number of dependents (spouse and children), type of detainee (criminal, refugee protection claimant or other), height, weight, colour of eyes, colour of hair, remarks (e.g., tattoo), reason for detention, notification to Youth Protection Directorate (YPD) cases (for children), complaints made by the detainee, and the list of places visited by the detainees during their detention (e.g. bank, hospital, etc.). Individuals who wish to consult this information must provide their family name, first name, date of birth and their Field Operations Support System (FOSS) identification number.

**Class of Individuals:** Individuals who are detained for immigration related processes.

**Purpose:** The main function of this file is to provide follow-up on the activities of individuals being held in the Immigration Holding Centre in the Quebec region. Personal information is collected pursuant to *Sections 44, 55, 56, 57, and 59 of the Immigration and Refugee Protection Act (IRPA)*.

**Consistent Uses:** The information may be used or disclosed internally for the purposes of enforcement and reporting to senior management.

**Retention and Disposal Standards:** Records will be retained for a period of five years and then are destroyed.

**RDA Number:** 90/002

**Related Record Number:** CBSA ENF 137

**TBS Registration:** 005194

**Bank Number:** CBSA PPU 021

## Immigration Hearings

The Immigration Hearings Program ensures that the Government of Canada's interests are represented at immigration proceedings before the Immigration and Refugee Board of Canada (IRB) which determines the immigration and detention status of foreign nationals and permanent residents already in Canada, in accordance with the Immigration and Refugee Protection Act. CBSA hearings officers are responsible for representing the Minister of Public Safety and/or the Minister of Citizenship and Immigration Canada at immigration proceedings before the IRB. This function ensures that foreign nationals and permanent residents who are inadmissible to Canada are denied status, and removal orders are issued where appropriate.

### Hearings and Detentions Program

**Description:** Describes records related to the Hearings and Detentions program. May include records related to the use of electronic systems used to administer or manage the program including the National Case Management System (NCMS) and Citizenship and Immigration Canada's Field Operations Support System (FOSS).

**Document Types:** Enforcement Manual (Chapters 2 - Evaluating inadmissibility, 3 - Admissibility, hearings and detention review proceedings, 8 - Deposits and Guarantees, 19 - Appeals before the Immigration Appeal Division (IAD) of the Immigration and Refugee Board (IRB), 20 - Detention, 22 - Persons serving a sentence, 24 - Ministerial Interventions, 31 - Applications for non-disclosure at IRB hearings) and Forms.

**Record Number:** CBSA ENF 128

### Hearings and Detentions Program

**Description:** This bank describes information that is used in support of the Hearings and Detentions Program. The personal information may include name, contact information, biographical information, biometric information, citizenship status, credit information, criminal checks/history, date of birth, family composition, educational information, employment equity information, financial information, medical information, physical attributes, place of birth, signature and Field Operations Support System (FOSS) ID number and any documentary evidence provided by the person concerned to support their hearing.

**Note:** In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the Field Operations Support System (FOSS) ID number. Information may be stored in the following internal systems/databases: Field Operations Support System (FOSS) and National Case Management System (NCMS).

**Class of Individuals:** Persons who have been subject to the enforcement provisions of the *Immigration and Refugee Protection Act* of Canada. Individuals who are detained for immigration related processes. May also include the general public and family members if identified during proceedings.

**Purpose:** The personal information is used to administer and provide services for the Hearings and Detentions Program. Personal information is collected pursuant to A15, A16 of the *Immigration and Refugee Protection Act* and R29 of the *Immigration and Refugee Protection Regulations*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: administration and enforcement of the Act (IRPA), inventory of medical history, reporting to senior management, safety, security and evaluation. Some information may be disclosed to various foreign governments, law enforcement bodies, and other authorities (e.g. *Royal Canadian Mounted Police, Immigration and Refugee Board*) with respect to the administration and enforcement of immigration legislation. Refer to *Operations Records - RCMP OPS 002, Immigration Division Case Files - IRB PPU 140*. Medical and emergency contact information may be shared with *Correctional Services Canada* and with Provincial Correctional Facilities in Prince Edward Island, Newfoundland and Labrador, Nova Scotia, New Brunswick Québec, Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia, Nova Scotia and New Brunswick for medical and emergency contact purposes. Refer to *Offender Health Care - CSC PPU 060*.

**Retention and Disposal Standards:** Records will be retained for 5 years from the date of the last administrative action and/or following 5 years of dormancy and then are destroyed. Paper records are retained for ten years from the date of the last administrative action and then are destroyed.

**RDA Number:** 98/001

**Related Record Number:** CBSA ENF 128

**TBS Registration:** 20110397

**Bank Number:** CBSA PPU 1107

## Removals

The Removals Program ensures that foreign nationals and permanent residents with an enforceable removal order are removed from Canada. Once a person is removal-ready, an interview is conducted to ensure that a travel document is available and that a pre-removal risk assessment is offered by a CBSA inland enforcement officer. Where a valid travel document is not available, CBSA inland enforcement officers liaise with foreign embassies to secure the required travel documents. The CBSA may have to make further arrangements for removal, which could include arranging for travel (e.g. purchasing an airline ticket or chartering a plane for high-risk individuals in exceptional cases), providing escorts (e.g. to respond to airline and transit country requirements), and liaising with CBSA staff abroad (migration integrity officers) to ensure smooth passage from Canada to the final destination.



## Security Certificate Program

**Description:** Describes records relating to the Security Certificate Program. May include records related to the establishment or use of electronic systems used to administer or manage the program such as the Monitoring Activity Reporting System (MARS), the Canadian Police Information Centre (CPIC), and the Field Operations Support System (FOSS).

**Document Types:** Consent forms, monitoring manual, electronic monitoring procurement contracts, standard operating procedures, operational plans, briefing notes, decks, business cases, Memoranda to Cabinet, Treasury Board submissions, and Global Positions System documents.

**Record Number:** CBSA ENF 136

## Security Certificate Program

**Description:** This bank describes information that is used in support of the regional security monitoring units on compliance monitoring of individuals subject to a security certificate. Personal information may include biographical information, biometric information, residency status, contact information, credit information, date of birth, date of death, educational information, financial information, financial institution information, language, medical information, name, physical attributes, place of birth, and signatures.

**Class of Individuals:** The individuals include permanent residents and foreign nationals subject to a security certificate, as well as their family, friends, colleagues and co-workers, who are identified by the terms and conditions established by the Federal Court.

**Purpose:** The personal information is used to monitor the compliance of the individual subject to a security certificate to the terms and conditions imposed by the Federal Court. The authority to collect personal information is authorized by sections 77(1), 82(5), (a-b) and 83 (1), (a-j) of the Immigration and Refugee Protection Act and the terms and conditions of the Federal Court order.

**Consistent Uses:** The information may be used or disclosed for the following purposes: archival, audit, enforcement, evaluation, reporting to senior management, safety, policy and risk management framework development, and administration. Reports and findings may be shared with the Canadian Security Intelligence Service (Canadian Security Intelligence Service Investigational Records SIS PPU 045); the Royal Canadian Mounted Police (Criminal Operational Intelligence Records (Exempt bank) CMP PPU 015, National Security Investigations Records (Exempt bank) CMP PPU 025, Operational Case Records CMP PPU 005); the Department of Justice (Prosecution and Related Criminal Matters JUS PPU 015); Citizenship and Immigration Canada (Human Rights Case Files CIC PPU 059, Case Processing System (CPS) CIC PPU 040, Immigration Case File CIC PPU 042, Litigation Information Management System (LIMS) CIC PPU 043, Protected Persons Status Documents CIC PPU 066, Refugee Tracking System (RTS) CIC PPU 008); Correctional Service of Canada (CSC) (Admission and Discharge CSC PPU 025, International Transfers CSC PPU 125, Offender Health Care CSC PPU 060, Offender Information CSC PPU 115, Psychology CSC PPU 070, Visits and Correspondence CSC PPU 080; and Public Safety (National Security PSEPC PPU 026).

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

**RDA Number:** Under development.

**Related Record Number:** CBSA ENF 136

**TBS Registration:** 20091168

**Bank Number:** CBSA PPU 060

## Recourse

The Recourse program provides the business community and individuals with an accessible mechanism to seek an impartial review of service-related complaints, program decisions and enforcement actions taken by the CBSA. This program ensures that their decisions are fair, transparent and accurately reflect the Agency's policies and the Acts administered by the CBSA.

Individuals can complete a written submission if they disagree with an enforcement action or a program decision made by the CBSA or wish to submit a complaint or compliment about services. Clients are provided with a timely acknowledgement of their correspondence, before CBSA officials conduct a thorough review, taking into consideration the legislation administered by the Agency, CBSA policies, the client's point of view and, where necessary, technical opinions from CBSA experts or legal advice from the Department of Justice. Individuals who are not satisfied with the CBSA's review can appeal to the appropriate court, tribunal or external review body.

The Recourse Program also facilitates the review of external complaints of discrimination filed with the Canadian Human Rights Commission and assists the Department of Justice representing the Agency on appeals to the Federal Court, various tribunals and other external bodies.

## Enforcement Appeals

**Description:** Describes records related to the Adjudications Program. May include records related to the establishment or use of electronic systems used to administer and manage the program including the Action and Dispute Management System (ADMS), Integrated Customs System (ICS), Integrated Customs Enforcement System (ICES), Standard Payment System (SPS), and Customs Commercial System (CCS).

**Document Types:** Procedural guidelines, policies, manuals, position papers and redress related letters such as: acknowledgement letter, notice of reasons for action, recommendation and case synopsis and notice of reasons for decision.

**Record Number:** CBSA ADM 101

## Trade Appeals

**Description:** Describes records related to the appeal of a trade decision under the Customs Act, which provides redress to importers who disagree with the decisions of the Canada Border Services Agency (CBSA) regarding tariff classification, value for duty, origin and the marking of imported goods. May include records related to the establishment or use of electronic systems used to administer and manage the program including the Trade Disputes Management System (TDMS) and Customs Commercial System (CCS). Key program stakeholders include Department of Justice (DOJ) and United States Customs Border Protection (CBP).

**Document Types:** Procedural guidelines, policies, manuals, position papers, protocols with other areas within Canada Border Services Agency (CBSA) and memoranda of understanding

**Record Number:** CBSA ADM 103

## Recourse Directorate Records

**Description:** This bank describes records of appealed enforcement actions, which includes personal information, as well as details pertaining to the enforcement action.

**Class of Individuals:** Travellers, importers, exporters and transportation companies, brokers, and warehouse operators.

**Purpose:** The principal purpose of the record is to assist Adjudicators and Officers of the Recourse Directorate in determining whether there is a contravention under the law and if the monetary terms should be mitigated or cancelled, or goods forfeited or returned. The records are also used for reporting purposes.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Automated and paper records, including reports, are retained for six (6) years after the file is closed.

**RDA Number:** Under development.

**Related Record Number:** CBSA ADM 101, CBSA ADM 103

**TBS Registration:** 000011

**Bank Number:** CBSA PPU 005

[Overt Audio-Video Surveillance](#)

[Record Number: CBSA BPD 1101](#)

[Overt Audio Video Surveillance](#)

[Related Class of Record Number: CBSA BPD 1101](#)

[Bank Number: CBSA PPU 1104](#)

## Canadian Human Rights Complaints

**Description:** Describes records related to complaints of discrimination filed with the Canadian Human Rights Complaints regarding services provided by Canada Border Services Agency.

**Document Types:** Procedural guidelines, policies, manuals and Memoranda of Understanding

**Record Number:** CBSA ADM 102

## Enhanced Feedback Mechanism

**Description:** Describes records related to the Enhanced Feedback Mechanism Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Complaints and Compliments Database (CCDB), the Complaints Logbook, and ccmMercury System.

**Document Types:** Standard Operating Procedures & Flowchart, Client Online Feedback Form (Automated), Acknowledgement Letters, Response Letters to complaints/compliments from the public, Complaint Input Form and Statistical Reports.

**Record Number:** CBSA REC 001

## Complaints

**Description:** This bank describes information that is used in support of investigation reports and replies to complaints from individuals who have disputes with Canada Border Services Agency. Information may also be retained in Border Services Officer's notebooks - Customs form # CE1.

**Class of Individuals:** Members of the general public.

**Purpose:** The purpose of this bank is to maintain a record of complaints related to personnel and procedures.

**Consistent Uses:** To provide ongoing statistical reports to senior management and regional management on the number and types of complaints by mode and location.

**Retention and Disposal Standards:** Files are retained for six (6) years after the file is closed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 102, CBSA REC 001

**TBS Registration:** 000005

**Bank Number:** CBSA PPU 003

**[CBSA Programs/Operations Systems Development](#)**

**Record Number:** [CBSA ENF 137](#)

**Enforcement Information Index System (EIIS)**

**Related Record Number:** [CBSA ENF 137](#)

**Bank Number:** [CBSA PPU 025](#)

**Enforcement Data System**

**Related Record Number:** [CBSA ENF 137](#)

**Bank Number:** [CBSA PPU 032](#)

## Revenue and Trade Management Program

The Revenue and Trade Management Program administers international and regional trade agreements and domestic legislation and regulations governing trade in commercial goods. The Program ensures that appropriate trade data is collected and that the duties and taxes owed to the Government of Canada are remitted in accordance with Canadian trade laws and import requirements. Commercial importers must accurately report on their goods at the time of importation, and remit the required payment, or self-correct their entries, and pay any additional amounts owing, when they have reason to believe that trade-related reporting errors have occurred.

## Anti-Dumping and Countervailing

The Anti-Dumping and Countervailing Program is responsible for the administration of the Special Import Measures Act (SIMA). Its role is to provide assistance to Canadian producers who face unfair foreign competition from dumped or subsidized goods in the Canadian marketplace. SIMA provides measures of redress against such goods when they have caused injury to the Canadian industry, and is in keeping with Canada's international obligations as a signatory to the World Trade Organization. Protecting Canadian industry against the injury from dumped or subsidized imports requires a two-track approach, with the CBSA responsible for determining whether imports are being dumped or subsidized, and the Canadian International Trade Tribunal (CITT) making the decision of whether these imports have caused injury to Canadian production.

### Anti-Dumping and Countervailing Duty (ADCP) Program

**Description:** Describes records related to the Anti-Dumping and Countervailing Duty (ADCP) Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the *Special Import Measures Act (SIMA)* Portal (Electronic Document Management System) and the Customs Commercial System (CCS).

**Document Types:** Replies from external parties to questionnaires and requests for information, reports and analyses by Canada Border Services Agency (CBSA) officers, D-Memorandums, documentation from Canadian and foreign businesses, compliance reviews and investigations and Memoranda of Understanding.

**Record Number:** CBSA ADM 137

## Trade Policy

The Trade Policy Program is responsible for interpreting the legislation and regulations that govern the tariff classification, origin and value of imported goods, and the related assessment of duties and taxes, so as to ensure that persons engaged in the importation of goods into Canada fully understand all of the trade-related requirements in order to promote self-compliance. The Program also administers Canada's trade incentive initiatives (e.g. duties deferral, customs warehouses, remissions, and drawbacks) which assist Canadian businesses in remaining competitive in international markets. Further, the Program is responsible for the negotiation of the origin procedures that are included in all of Canada's free trade agreements, which serve to strengthen international trade rules and open new markets for Canadians. Finally, the Program is responsible for representing the views of Canadian businesses in international trade fora, such as the World Customs Organization and the World Trade Organization, in order to ensure a fair and accessible global trading environment.

## Trade Compliance

The Trade Compliance Program ensures compliance by Canadian industries to pay the appropriate duties and taxes on imported goods. The Program ensures that goods being imported into Canada are properly self-assessed by the importers with the correct origin and tariff classification and at the appropriate value in accordance with the policies determined by the CBSA and with international and regional trade agreements. Compliance verification audits are also conducted to measure compliance with trade rules and to correct errors in declarations. Scientific and engineering referrals are conducted to ensure validity of the information received.

### Intellectual Property Right Project

**Description:** Describes records related to the Intellectual Property Rights Project. This project is responsible for engaging domestic and international partners in discussions related to the protection and enforcement of intellectual property rights. Project partners include the Royal Canadian Mounted Police (RCMP), the Department of Foreign Affairs and International Trade (DFAIT), Health Canada (HC), Industry Canada (IC), the Department of Justice (DOJ) and Heritage Canada (HC).

**Document Types:** Decks, Presentations, Briefing Notes, Papers, Regional Questionnaires, G8 and Asia-Pacific Economic Cooperation (APEC) consultation documentation, minutes and program development and planning documentation

**Record Number:** CBSA ENF 131

### Duty Free Shops Program

**Description:** Describes records (e.g. licensee information, sales statistics) related to the Duty Free Shop Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Licensing Evaluation and Monitoring System (WinLEMS)

**Document Types:** Memos, Forms, Standard Operating Procedures (SOPs), Verification Packages, and Compliance Reports.

**Record Number:** CBSA ADM 126

#### Duty Free Shop Applicants (Land Border)

**Description:** This bank describes application packages submitted to the Agency from individuals interested in operating a duty free shop at the land border and the Agency's evaluation as to their suitability.

**Class of Individuals:** Residents of Canada who are Canadian citizens or permanent residents and who are from the small or medium business sector.

**Purpose:** The purpose of this bank is to maintain application packages and related assessments.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Files of unsuccessful applicants are retained for a period of two years, and then destroyed, and files of successful applicants (operators) are retained for a period of ten years, and then destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 126

**TBS Registration:** 000012

**Bank Number:** CBSA PPU 007

### Customs Bonded Warehouses (CBW) Program

**Description:** Describes records related to the Canada Border Services Agency's (CBSA) Customs Bonded Warehouses (CBW) facilities which are licensed and regulated by the CBSA and operated by the private sector where goods can be stored duty and tax free (generally for up to four years) until they are exported or are consumed domestically.

**Note:** Records may be found in the following systems: the *Batching and Reporting of K32s System (BARKS)*, the *Customized Management Reporting System (CMRS)* and the *Bonded Warehouse Administration System*. This Class of Record was formerly named "Duty Deferral Program".

**Document Types:** CBW license applications, Bonds (Surety, Government of Canada, Other), site/warehouse plans, Service Level Agreements (SLA), Threat & Risk Assessment (TRA), Statement of Sensitivity (SOS), Privacy Impact Statement (PIA), BARKS system manual, systems documentation and Memoranda of Understanding.

**Access:** Filed by company name in hard copy format and stored in the applicable CBSA regional office.

**Record Number:** CBSA ADM 139

### Tariff Classification Program

**Description:** Describes records related to the Tariff Classification Program. This may include records related to electronic systems used to administer or manage the program, such as the Tariff Publishing and History System (TPHS), which is used to produce the Departmental Consolidation of the Customs Tariff, the Customs Commercial System (CCS), which processes commercial importation transactions, and its Technical Reference System (TRS), which is used to record precedent-setting decisions on tariff classification and for case tracking, as well as relevant reports generated using the Facility for Information Retrieval Management (FIRM).

**Document Types:** Departmental Consolidation of the Customs Tariff, Memos, Customs Notices, Functional Guidance Bulletins, and Advance Rulings.

**Record Number:** CBSA ADM 141

## Systems Development - Admissibility Branch

**Description:** Describes records related to the development and management of systems used by the Canada Border Services Agency's (CBSA) Admissibility Branch, including the Travellers Entry Processing System (TEPS) and the Travellers National Database System (TRANDS).

**Document Types:** system descriptions and test packages, evaluation reports, briefing notes, Treasury Board submissions, Memoranda of Understanding, Information Sharing Agreements, forms, instructions manuals and training materials, Privacy Impact Assessments (PIA), Threat Risk Assessments(TRA).

**Record Number:** CBSA ADM 143

### Travellers Entry Processing System (TEPS) / Travellers National Database System(TRANDS)

**Description:** This bank consists of information captured from travellers B15 - Casual Goods Accounting Document and K21 General Receipt. TEPS captures the information at the time of importation and TRANDS retrieves the information for management reporting purposes. The information consists of the traveller's name, address, commodity information and duty/tax summary.

**Class of Individuals:** Members of the general public.

**Purpose:** *TEPS* - Assists the Border Service Officers in the assessment and collection of duties, taxes and other relevant data on travellers' importations. *TRANDS* - Provides B15 data for Agency queries.

**Consistent Uses:** The information is used primarily to provide the Agency, other government departments and outside agencies with financial and statistical data pertaining to travellers' importations.

**Retention and Disposal Standards:** Records will be maintained for a minimum of three years plus current fiscal year and will then be destroyed.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 143

**TBS Registration:** 003778

**Bank Number:** CBSA PPU 010

### Unpaid Accounts

**Description:** This bank describes records of those importers who have unpaid accounts. When an importer fails to account for customs duties payable on imported goods within a specified time limit, his or her name is circulated to ports of entry within that region and to other regions across Canada, depending on the circumstances.

**Class of Individuals:** Members of the importing public.

**Purpose:** The purpose of this bank is to maintain records of those importers who have unpaid accounts. The list of names is used to alert customs officials to detain the goods of those importers whose names appear thereon.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Names are retained in this bank indeterminately.

**RDA Number:** 2000/033

**Related Record Number:** CBSA ADM 143

**TBS Registration:** 000010

**Bank Number:** CBSA PPU 037

### Valuation Program

**Description:** Describes records relating to the Valuation Program. May include records related to the establishment or use of electronic systems used to administer or manage the program the Technical Reference System (TRS), the Compliance Management System (CMS) and the Facility for Information Retrieval Management (FIRM).

**Document Types:** Memos, Customs Notices on Valuation issues, Guides, Trade Verification Manual - Valuation (Chapter R), verification files, correspondence, presentations, and training materials.

**Record Number:** CBSA ADM 142

### Origin Program

**Description:** Describes records related to the Origin Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Technical Reference System (TRS), the Compliance Management System (CMS) and the Facility for Information Retrieval Management (FIRM).

**Document Types:** Memos, Customs Notices on Origin issues, Trade Verification Manual - Origin (Chapters O and P), Forms, Memoranda of Understanding, Origin/Recourse Protocol, verification files, correspondence, presentations and training materials.

**Record Number:** CBSA ADM 140

### Administrative Monetary Penalty System (AMPS) Program

**Description:** Describes records related to the Administrative Monetary Penalty System (AMPS). May include records related to the establishment or use of electronic systems used to administer or manage the program including Canada Border Services Agency's (CBSA) Integrated Customs System (ICS).

**Document Types:** Form E650, Notice of Penalty Assessment (NPA); Client Contravention History; Statistical information in Customs Management Reporting System (CMRS); D-Memo D22-1-1; AMPS Reference Manual; AMPS Bulletins, and Master Penalty Document.

**Record Number:** CBSA ADM 122

### Administrative Monetary Penalty System Program

**Description:** This bank describes information that may include the Client's Customs Account Name and contact information, legal name, organization or company, as well as the Client Identifier, i.e., a business number, carrier code or sub-office locator number. Personal information may also include the issuing officer's name, title, badge number and an issuing officer's report, which contains details of the penalty assessment and the name and title, badge number of any other officer who may have assisted in the penalty assessment process.

**Class of Individuals:** Individuals and representatives of Importer, Exporter, Carrier and Service Provider Businesses who have received AMPS penalties

**Purpose:** Personal information is used to issue an AMPS monetary penalty to the person, who in most cases is a commercial entity, and may be a private citizen or an individual representing a commercial entity.

**Consistent Uses:** This information may be used for the calculation of the dollar amount of the subsequent penalties should the individual or company commit another violation under the same contravention code within a specified timeline. Client contravention history is retained in the automated Administrative Monetary Penalty System (AMPS), which is housed in the Integrated Customs System for the purpose of review should the client apply for special privileges such as Customs Self Assessment (CSA); when a verification of client trade related documentation is being conducted, for risk assessment by Enforcement or Investigations; or when clients request a review of their contravention history. Personal information may be shared with Royal Canadian Mounted Police (RCMP) who can initiate issuing of AMPS penalties. RCMP does not calculate penalty level, the automated system does that.

**Retention and Disposal Standards:** Under development. (It is expected that The Administrative Monetary Penalty System (AMPS) will retain client contravention histories for seven years from the date the contravention was issued then it will be destroyed.)

**RDA Number:** Under development.

**Related Record Number:** CBSA ADM 122

**TBS Registration:** 20090706

**Bank Number:** CBSA PPU 001

### Customs Self-Assessment (CSA) Program

**Description:** Describes records related to the Customs Self Assessment Program which includes customs self-assessments, trade statistics. May also describe records related to the establishment or use of electronic systems used to administer or manage the program including the Consolidated Management Reporting Service (CMRS), the Field Operational Support System (FOSS), the Accelerated Commercial Release Operations Support System (ACROSS), the Integrated Customs Enforcement System (ICES), Customs Commercial System (CCS), the Intelligence Management System (IMS), the Facility for Information Retrieval Management (FIRM), the Customs Investigations Information Management System (CIIMS), the National Crime Information Center (NCIC), the Canadian Police Information Center (CPIC), the Police Information Retrieval System (PIRS), and the Police Reporting and Occurrence System (PROS).

**Document Types:** Approved Carriers and Importers Database, Forms, evaluation reports; compliance reviews and investigations.

**Record Number:** CBSA ADM 114

### 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.

## Governance and Management Support

### Management and Oversight

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.

#### Arming Initiative

**Description:** Describes records related to the Arming Initiative. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Corporate Accounting System (CAS) and the Integrated Customs Enforcement System (ICES).

**Document Types:** Arming Policies & Procedures, Training Manuals and records, Incident Review & Compliance, Draft Incident Management Reporting System (IMRS) Privacy Impact Assessment, Arming Initiative Project Charter, IMRS Project Charter, IMRS Business Case, Treasury Board Submission, Memorandum to Cabinet, Testing and Evaluation Materials, Briefing Notes, a Memorandum of Understanding (Canada Border Services Agency (CBSA)/Royal Canadian Mounted Police (RCMP)) and Forms.

**Record Number:** CBSA OPS 100

#### Use of Force and Incident Reporting

**Description:** This bank describes information that is related to assault incident cases, investigation reports, other reports and correspondence completed by Canada Border Services Agency (CBSA) officers who have drawn defensive equipment, including the duty firearm. The personal information collected in regards to the officer may include: name, badge number, contact information. The personal information collected in regards to the individual against who force was used may include: name, contact information, citizenship status, date of birth, physical attributes, national identification, birth certificate, driver's licence, passport, travel visa, CANPASS card information, NEXUS card information, incident report number.

**Class of Individuals:** General public, current and former full time or part-time employees, as well as members of other assisting police agencies.

**Purpose:** Personal information is used to establish an inventory of the types and frequency of the use of force incidents, to assist in the administration of security procedures, policy and procedural review, the training of officers and to determine whether prosecution is warranted. Personal information is collected pursuant to *Canada Border Services Agency Act*.

**Consistent Uses:** The information may be used or disclosed for the following purposes: reporting to senior management and audit, evaluation, training, research, and/or statistical. The information may be shared with the Royal Canadian Mounted Police, provincial or municipal authorities, and the Department of Justice. Routine Uses not Included as Primary or Consistent Uses: Personal information may also be disclosed by the Canada Border Services Agency (CBSA) in a manner consistent with 8 (2) of the *Privacy Act*.

**Retention and Disposal Standards:** Under development

**RDA Number:** Under development

**Related Record Number:** CBSA OPS 100

**TBS Registration:** 000006

**Bank Number:** CBSA PPU 012

#### Detector Dog Services (DDS) Program

**Description:** Describes records related to Detector Dog Service (DDS) Program. Detector Dogs provide assistance to front line Border Services Officers (BSOs) in the detection of drugs/firearms, undeclared currency and food, plants and animals to reduce the inspection time required in labour intensive areas. They also provide assistance to outside law enforcement agencies and participate in public awareness campaigns and demonstrations to local schools, service clubs and community groups.

**Document Types:** Search Reports, Handler Training Aids, Issue and Return Records, Medical Examinations, Monthly Utilization Records, Training Records, Weapons Logs, Firing Records and Dog Handler Kennel Allowances.

**Record Number:** CBSA ENF 126

#### Personnel Security Screening Program

**Description:** Includes records related to personnel security screening, recruitment and staffing of individuals to fill all positions including contracts within the Canada Border Services Agency (CBSA). Records will have information related to security screening, which may include examining, testing, interviewing, assessing, selecting, hiring and promoting candidates for employment. May also include information related to terms and conditions of employment (including conflict of interest), deployments, assignments, secondments, student, professional, and occupational recruitment, post-employment appeals, and area of selection, as well as information received from or shared with central agencies responsible for security screening, recruitment and staffing, other employment agencies, or both.

**Note:** Relevant information may be transferred to an employee's personnel file if the individual accepts an offer of employment from the institution.

**Document Types:** Unsolicited résumés, interview questions and answers, and security screening forms, Integrity Questionnaire received and used in the screening process prior to October 25, 2012, CBSA Residency and Travel Outside of Canada form, competition related information, reference check information, candidate and security screening inquiries and responses, copies of letters of offer, ratings board assessments, information within automated or Web-based application tools, second language evaluation results, identification, professional qualification and education documentation, credit check information, fingerprints including related database information, all documentation, reports/tapes/notes from Integrity Interviews and psychological test results (pass or fail).

**Record Number:** CBSA CMT 1120

### Personnel Security Screening Program

**Description:** This bank describes information about current and prospective employees who must undergo a security screening assessment to gain or maintain employment with the Canada Border Services Agency. The data in the bank describes personal information about the subject and his or her immediate family which may include criminal associations and/or other factors that may be relevant to the file. It may also include results of name or fingerprint criminal record checks, pending charges, encounters with law enforcement, driver's abstract, credit bureau checks, *Canadian Security Intelligence Service (CSIS)* indices checks, open source Internet checks, Integrity Questionnaire received and used in the screening process prior to October 25, 2012, reports/tapes/notes from Integrity Interviews, psychological test results (pass or fail), related correspondence, administrative investigative reports related to interviews and findings, outcome and related information / documents with neighbours, previous employers, character references and an analysis of the information. Personal information may include biographical information, biometric information (fingerprints), citizenship status, contact information, credit information, date of birth, educational information, employee identification number, employee personnel information, financial information, name, signature, other (driver's licence number). In addition, it includes the level of security clearance issued or reliability status granted and the reasons the latter was denied or revoked, as the case may be.

**Note:** Individuals requesting information described by this bank must provide the competition number and/or Personal Record Identifier.

**Class of Individuals:** All current employees, individuals applying to become an employee of the Canada Border Services Agency (CBSA), former employees, agency, casual, seasonal, student and term employees, contractors/consultants, full or part time employees of the Canada Border Services Agency (CBSA), immediate relatives, current and former spouse / common law partner, and individuals who give character reference.

**Purpose:** Personal information is used to support decisions for granting, denying, revoking or reviewing for cause the reliability status, security clearance or site access of individuals working or applying to work through appointment, assignment or contract. A review for cause investigation may result in the revocation of the individual's reliability status, security clearance or site access. Personal information is collected pursuant to *subsection 7(1), 11.1(1) and 12(1)(e) of the Financial Administration Act (FAA)* and as required under the *Policy on Government Security* and in accordance with the *Canada Border Services Agency (CBSA) Departmental Security Policy, Sections 5 and 11 of the Canada Border Services Agency Act and Section 31 of the Public Service Employment Act (PSEA)*.

**Consistent Uses:** The information related to the Personnel Security Screening status (e.g., screening granted, denied, cancelled, valid, etc.) may be shared internally with Human Resources staffing officials, Labour Relations, and Hiring Managers for the purposes of updating the individual's personnel file; refer to: *Standard Personal Information Bank Employee Personnel Record PSE 901*. However, the personal information itself will not be shared. The information may be used or disclosed for the following purpose: conducting reliability personnel security screening checks, conducting database checks, periodic data matching and to assess an individual's loyalty and reliability as it relates to loyalty. Information may be shared with the *Canadian Security Intelligence Service (CSIS)*; refer to: *Security Assessments/Advice SIS PPU 005*, the *Royal Canadian Mounted Police (RCMP)* as service providers in accordance with the *Policy on Government Security* and for database checks; refer to: *Forensic Science and Identification Services and Canadian Criminal Real Time Identification Services CMP PPU 030 005 and Operational Case Records CMP PPU 005*. Minimal Information such as name and date of birth may be shared with credit bureaus for the purpose of conducting reliability personnel security screening checks.

**PIA:** A Privacy Impact Assessment (PIA) was completed in May 2012, and updated in November 2012, January 2013 and December 2013.

**Retention and Disposal Standards:** Records will be retained for 2 years after an employee has left Canada Border Services Agency (CBSA) and then records are destroyed. If a security level is revoked or denied, records will be retained for 5 years and then destroyed.

**RDA Number:** 98/005

**Related Class of Record Number:** CBSA CMT 1120

**TBS Registration:** 20120208



**Bank Number:** CBSA PPU 1108

- **Cooperation and Liaison Class of Record: PRN 904**
  - **Lobbying Act Requirements Personal Information Bank: PSU 937**
  - **Outreach Activities Personal Information Bank: PSU 938**
- **Internal Audit and Evaluation Class of Record: PRN 916**
  - **Evaluation Personal Information Bank: PSU 942**
  - **Internal Audit Personal Information Bank: PSU 941**
- **Executive Services Class of Record: PRN 943**
  - **Executive Correspondence Personal Information Bank: PSU 902**
- **Planning and Reporting Class of Record: PRN 947**

## Communication

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: PRN 939**
  - **Internal Communications Personal Information Bank: PSU 915**
  - **Public Communications Personal Information Bank: PSU 914**

## Legal

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: PRN 902**

## Resource Management Services

### Human Resources Management

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

#### Public Key Infrastructure (PKI) Internal Identification Program

**Description:** Describes records related to the Public Key Infrastructure (PKI) Internal Identification Program. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Two Factor (IPRS\_TF) system.

**Document Types:** Registration forms, digital certificates, subscribers agreements, reports

**Record Number:** CBSA IST 008

#### Public Key Infrastructure (PKI) Internal Identification

**Description:** This bank describes information that may be collected in paper or electronic format and may include protected information such as employee name, Personal Record Identifier (PRI) or date of birth. Information collected for identification and authentication purposes includes the employee's name and Simple Mail Transfer Protocol (SMTP) mail address, which are published to the X.500 directory, as per the Canada Border Services Agency (CBSA) Certificate Authority Internal Certificate Policy (Canada Border Services Agency (CBSA) CA CP - Internal), the identity of individuals employed by the CBSA must be verified prior to issuance of PKI certificates enabling secure online transactions.

**Class of Individuals:** Employees, contractors, organisational roles, and applications within Canada Border Services Agency (CBSA).

**Purpose:** Public Key Infrastructure (PKI) certificates will be used to enable telecommuting capabilities and secure email for all Canada Border Services Agency (CBSA) employees.

**Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only.

**Retention and Disposal Standards:** All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). Canada Border Services Agency (CBSA) correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years. All records are considered Protected B and destroyed as per guidelines.

**RDA Number:** 98/005

**Related Record Number:** CBSA IST 008

**TBS Registration:** 004487

**Bank Number:** CBSA PPU 818

- **Occupational Health and Safety Class of Record: PRN 922**
  - Employee Assistance Personal Information Bank: PSU 916
  - Harassment Personal Information Bank: PSE 919
  - Occupational Health and Safety Personal Information Bank: PSU 907
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank: PSE 908
- **Compensation and Benefits Class of Record: PRN 941**
  - Attendance and Leave Personal Information Bank: PSE 903
  - Pay and Benefits Personal Information Bank: PSE 904
- **Labour Relations Class of Record: PRN 926**
  - Canadian Human Rights Act - Complaints Personal Information Bank: PSU 933
  - Discipline Personal Information Bank: PSE 911
  - Grievances Personal Information Bank: PSE 910
  - Harassment Personal Information Bank: PSE 919
  - Internal Disclosure of Wrongdoing in the Workplace Personal Information Bank: PSU 906
  - Values and Ethics Code for the Public Service Personal Information Bank: PSU 915
- **Relocation Class of Record: PRN 936**
  - Relocation Personal Information Bank: PSU 910
- **Awards (Pride and Recognition) Class of Record: PRN 940**
  - Recognition Policy Personal Information Bank: PSE 920
- **Human Resources Planning Class of Record: PRN 949**
  - Human Resources Planning Personal Information Bank: PSU 935
- **Recruitment and Staffing Class of Record: PRN 920**
  - Applications for Employment Personal Information Bank: PSU 911
  - Employee Personnel Record Personal Information Bank: PSE 901
  - EX Talent Management Personal Information Bank: PSU 934
  - Personnel Security Screening Personal Information Bank: PSU 917
  - Staffing Personal Information Bank: PSE 902
  - Values and Ethics Code for the Public Service Personal Information Bank: PSU 915
- **Performance Management Reviews Class of Record: PRN 946**
  - Discipline Personal Information Bank: PSE 911
  - Performance Management Reviews Personal Information Bank: PSE 912
- **Classification of Positions Class of Record: PRN 919**
  - Staffing Personal Information Bank: PSE 902
- **Employment Equity and Diversity Class of Record: PRN 942**
  - Employment Equity and Diversity Personal Information Bank: PSE 918
- **Official Languages Class of Record: PRN 923**
  - Official Languages Personal Information Bank: PSE 906
- **Training and Development Class of Record: PRN 927**
  - Training and Development Personal Information Bank: PSE 905

## Financial management

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.

### Canada Border Services Agency (CBSA) Assessment and Revenue Management (CARM) Project

**Description:** Describes records related to the completion of the CARM Feasibility Study Report, which includes financial management records, revenue management and reporting records and revenue accounting and management systems.

**Document Types:** CARM Feasibility Study Report, Background and Research documents to complete the study: Gap Analysis, Volumetric, Assessment, Linkages and interdependencies, High Level Business Requirement.

**Record Number:** CBSA IST 007

- **Financial Management Class of Record: PRN 914**
  - Accounts Payable Personal Information Bank: PSU 931
  - Accounts Receivable Personal Information Bank: PSU 932
  - Acquisition Cards Personal Information Bank: PSU 940

## Information Management

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: PRN 930](#)
  - [Access to Information and Privacy Personal Information Bank: PSU 901](#)
- [Information Management Class of Record: PRN 944](#)
  - [Automated Document, Records, and Information Management Systems Personal Information Bank: PSU 904](#)

## Information Technology

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.

### [CBSA Programs/Operations Systems Development](#)

[Record Number: CBSA ENF 137](#)

### [Administrative Monetary Penalty System \(AMPS\) Program](#)

[Record Number: CBSA ADM 122](#)

#### [Administrative Monetary Penalty System Program](#)

[Related Record Number: CBSA ADM 122](#)

[Bank Number: CBSA PPU 001](#)

## Chemical, Biological, Radiological, and Nuclear Detection (CBRN) Project

**Description:** Describes records related to Chemical, Biological, Radiological, and Nuclear Detection (CBRN) Project. May include records related to the establishment or use of electronic systems used to administer or manage the program including the Radiation Alert Viewer (RAV), which is managed by the Canada Border Services Agency's (CBSA) Laboratory and Scientific Services Directorate (LSSD).

**Document Types:** Radiological Notification and Response Framework, Notification Protocols, Briefing Notes, Memoranda to Cabinet, Treasury Board submissions.

**Record Number:** CBSA ENF 122

## Precursor Chemical Diversion Program

**Description:** Describes records relating to the Precursor Chemical Diversion Program. May describe records related to the establishment or use of electronic systems used to administer or manage the program including the Integrated Customs Enforcement System (ICES).

**Document Types:** Treasury Board Submission, Intelligence Reports, Alerts and Bulletins

**Record Number:** CBSA ENF 118

- [Information Technology Class of Record: PRN 932](#)
  - [Electronic Network Monitoring Logs Personal Information Bank: PSU 905](#)

## 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.

- [Boards, Committees and Councils Class of Record: PRN 938](#)
  - [Governor in Council Appointments Personal Information Bank: PSU 918](#)
  - [Members of Boards, Committees and Councils Personal Information Bank: PSU 919](#)
- [Disclosure to Investigative Bodies Class of Record: PRN 937](#)
  - [Disclosure to Investigative Bodies Personal Information Bank: PSU 913](#)
- [Proactive Disclosure Class of Record: PRN 935](#)
  - [Hospitality Personal Information Bank: PSU 918](#)
  - [Travel Personal Information Bank: PSU 909](#)
- [Administrative Services Class of Record: PRN 901](#)
  - [Parking Personal Information Bank: PSE 914](#)
- [Security Class of Record: PRN 931](#)
  - [Identification and Building-Pass Cards Personal Information Bank: PSE 917](#)
  - [Internal Disclosure of Wrongdoing in the Workplace Personal Information Bank: PSU 906](#)
  - [Personnel Security Screening Personal Information Bank: PSU 917](#)
  - [Security Incidents Personal Information Bank: PSU 939](#)
  - [Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank: PSU 907](#)
- [Business Continuity Planning Class of Record: PRN 928](#)
  - [Business Continuity Planning Personal Information Bank: PSU 903](#)

## Asset Management Services

### Real Property

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

- [Real Property Management Class of Record: PRN 948](#)

### Material

Material 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: PRN 945](#)
  - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank: PSE 908](#)

### Acquisitions

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: PRN 912](#)
  - [Professional Services Contracts Personal Information Bank: PSU 912](#)

### Manuals

- Enforcement Manual
- People Processing Manual

### Additional Information

The Government of Canada encourages the release of information through informal requests. You may wish to consult *Canada Border Services Agency's* [completed Access to Information \(ATI\) summaries](#) and [open data](#). To obtain information informally, an [informal request](#) may be submitted to the Canada Border Services Agency.

Please consult the instructions for information on formal access procedures under the provisions of the [Access to Information Act](#) and the [Privacy Act](#). To make a formal request: [Access Buy On-Line services](#), or mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the Access to Information Act) to the following address:

Dan Proulx  
Access to Information and Privacy Coordinator  
333 North River Road  
14th Floor, Tower A  
Vanier, Ontario  
K1A 0L8  
Telephone: 343-291-7021  
Facsimile: 343-291-7012  
[✉ atip-aiprp@cbsa-asfc.gc.ca](mailto:atip-aiprp@cbsa-asfc.gc.ca)

Please note: Each request made to the *Canada Border Services Agency* under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the *Receiver General for Canada*.

The Canada Border Services Agency (CBSA) conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. [Summaries of completed PIAs are available](#).

For additional information about the programs and activities of the Canada Border Services Agency, please contact:

Canada Border Services Agency  
333 North River Road  
14th Floor, Tower A  
Vanier, Ontario  
K1A 0L8  
Telephone: 1-800-461-9999

Enquiries: Border Information Service 1-800-461-9999  
Outside Canada 1 -204-983-3500 or 1-506-636-5064 (long distance charges may apply)  
Access to Information / Privacy: 343-291-7012  
Additional information is available on [www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)

### Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room.

