

The *Personal Information Index* is organized into chapters, one for each federal institution and any related agencies. Of particular relevance are the listings of Personal Information Banks - Federal Employees. These are sub-divided as follows:

- *Standard Banks*

Banks containing the standard information that all federal departments maintain on their employees. Standards Banks outline the uses, disclosures, and retention and disposal criteria that normally apply to employee information held by federal departments. If the Standard Banks are used to describe employee information, these conditions must be applied. Any Personal Information Bank containing employee records that differs from a relevant Standard Bank description must be described under Particular Banks, with the conditions relating to use, disclosure, retention and disposal of the information described in detail.

- *Central Banks*

Banks maintained by central agencies and some departments, such as Treasury Board, the Public Service Commission and the Department of Health and Welfare, and containing information about employees across the Public Service.

- *Particular Banks*

These banks contain information on employees over and above that maintained in Standard Banks.

The *Personal Information Index* is available in public libraries in major population centres and in ATIP reading rooms or other locations established within government institutions.

Audit

The *Privacy Act* provides for government institutions' accountability to Parliament. It also authorizes the Privacy Commissioner to carry out investigations from time to time to determine whether personal information held by government institutions is handled in accordance with the *Privacy Act*. Special procedures are in force for auditing Employee Assistance Program files, which recognize the extra sensitivity of these files.

Redress

An employee may complain to the Privacy Commissioner when he or she has not obtained satisfaction on any of a broad range of matters covered by the *Privacy Act*. Appeal to the Federal Court is available when access to personal information has been denied.