

CSIS Policies and Procedures

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CONFIDENTIAL

OPS-216 CSIS ACCESS TO CANADIAN POLICE INFORMATION CENTRE (CPIC) DATA BANKS

1. INTRODUCTION

Objective

1.1 To provide direction on the conditions and responsibilities associated with the use of the Canadian Police Information Centre (CPIC) data banks.

Scope

1.2 Employee use of CPIC data banks will:

i) only be for the purpose of performing duties and functions pursuant to sections 12, 15 and 16, CSIS Act; and

ii) meet the conditions stipulated by the CPIC Advisory Committee.

1.3 Compliance with CPIC Advisory Committee conditions, which are routinely audited, will affect continued access to the system.

Authorities and References

1.4 CSIS Act

1.5 Access to Information Act

1.6 Privacy Act

1.7 National Archives Act

1.8 Youth Criminal Justice Act

1.9 CSIS - RCMP Memorandum of Understanding (1990 04)

1.10 CPIC Reference Manual (available on CD or accessible through the Help Screen on CPIC terminals)

1.11 OPS-100 to OPS-105, "Targeting - Section 12, CSIS Act"

1.12 OPS-509, "Recording - Tracking of Exchanges of Information"

1.13 OPS-601, "Authorized Disclosure of Operational Information and Intelligence - General"

1.14 OPS-602, "Disclosure of Security Information or Intelligence"

1.15 OPS-603, "Disclosure of Operational Information and Intelligence - Caveats"

1.16 HUM-602, "Occupational Health and Safety"

1.17 SEC-202, "Personal Security: Disclosure of Identity and Use of Identifying Documents"

Definitions

1.18 **Canadian Police Information Centre (CPIC):** A police data centre providing access to the following four data banks and files:

Data Bank	File
i) Investigative	<ul style="list-style-type: none"> - Persons - Vehicles - Marine - Property
ii) Identification	<ul style="list-style-type: none"> - CRII (Criminal record, full) - CRS (Criminal record synopsis) - CNI (Criminal name index)
iii) Intelligence	<ul style="list-style-type: none"> - Automated Criminal Intelligence Information System - Surveillance (Persons, vehicles and boats)
iv) Ancillary	<ul style="list-style-type: none"> - Vehicle registered owner - Driver's licenses - Corrections Canada Offender Management System - Aircraft Registration and Aircraft Tracking Systems - Canada Firearms Registry Online - Wandering Persons Registry

1.19 **CPIC Advisory Committee:** A policy-making authority, chaired by a member of the RCMP, that represents all CPIC users. It meets once a year to approve changes, recommend enhancements and review applications for access.

1.20 **CPIC Operator:** Employee(s) who has received CPIC training and has been designated by a Director General to perform searches of, or entry of data in, CPIC.

1.21 **Data entry and removal:** Entry and removal

1.22 **Data hit:** Notification of a search conducted by another CPIC agency

1.23 **Direct Access:** Direct search of CPIC data banks available to the Service. A direct search by the Service is

not available for records pertaining to the *Youth Criminal Justice Act* or Federal and Provincial Corrections records

(OPS-216-1, "Procedures - Direct Access to the Canadian Police Information Centre (CPIC) Data Banks").

1.24 Federal Agency Sub-Committee: A sub-Committee of the CPIC Advisory Committee, whose mandate is to coordinate input from all federal, provincial and municipal criminal justice agencies.

1.25 File Number: The Service file number related to a specific investigation on which a CPIC search is requested.

1.26 Indirect access: A written request from the Service to the RCMP, asking for a search of CPIC records, which are not directly accessible (OPS-216-2, "Procedures - Indirect Access to the Canadian Police Information Centre (CPIC)").

2. PRINCIPLES

Access

2.1 Access to CPIC data banks will be for the purpose of performing duties and functions pursuant to s. 12, 15, and 16, *CSIS Act*.

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