

Public Title	Short Description	Long Description	Other Title	Data Custodian Branch	Publisher	Update Frequency	Access Level	Exemption	Rationale not to Release	File Types (extensions)
Event Business Management System	Details for all events that have taken place at the Ottawa Convention Centre.	Database system for management of all events: client info, set up, food & beverage, invoicing	EBMS	Ottawa Convention Centre Corporation	Ottawa Convention Centre Corporation	Daily	Restricted	Privacy	Confidential customer information. Confidentiality agreements with customers override this directive.	MDB
Payroll System	Used for employee payroll, time and attendance tracking	System used for payroll administration and tracking hours of hourly employees by connecting to the time clock.	ADP	Ottawa Convention Centre Corporation	Ottawa Convention Centre Corporation	Daily	Restricted	Privacy	Individual employee information, including pay, benefits, and related information	MDB
Accounting system	Used for financial statement reporting, accounts payable, receivable and general ledger	Contains the financial information for the company	Sage 300 ERP	Ottawa Convention Centre Corporation	Ottawa Convention Centre Corporation	Daily	Restricted	Commercial sensitivity	Contains sensitive information related to customer and vendor agreements.	XLSX
Preventative Maintenance Program	Management of building maintenance	Tracks maintenance work and status, generates work orders, tools inventory	ISISPRO	Ottawa Convention Centre Corporation	Ottawa Convention Centre Corporation	Daily	Under review			Database
Energy tracking	Tracking electricity/energy consumption for building	Tacks consumption or profiling of electricity usage on daily, weekly, monthly and annually.	Eneroc	Ottawa Convention Centre Corporation	Ottawa Convention Centre Corporation	Daily	Under review			Database