

Directory of Common Personal Information Bank

Community and Social Services

Stakeholder/Contact List (Mailing Lists)

PIB #:	1
Location:	Various offices of the public body
Information Maintained:	May include name, position, title, contact information and information about affiliated organization/agency
Individuals:	Individuals/Organizations receiving correspondence, information or publications relating to programs, policies and/or services delivered by the public body
Use:	To contact or disseminate information or publications to interested individuals/organizations or to individuals/organizations participating in consultations on government programs/policies
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act Government Organization Act</i>

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Various offices of the public body
Information Maintained:	May include name, contact information and position title
Individuals:	Community and Social Services' employees
Use:	To direct calls, visitors and mail to appropriate staff
Legal Authority:	<i>Public Service Act</i>

Expense Claims/ExClaim

PIB #:	3
Location:	Corporate Finance
Information Maintained:	May include name, organizational unit, contact information, employee number, classification/occupation, kilometers travelled, purpose of travel and other associated costs, banking information, credit card information

Individuals: Community and Social Services' employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim

Use: To process expense claims

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Public Service Act
Financial Administration Act

Contract Management System

PIB #: 4

Location: Various offices of the public body

Information Maintained: May include name, contact information, banking information and fee amount

Individuals: Individuals who are under contract or agreement to provide products or services to Community and Social Services

Use: To manage the contract or agreement arrangements or payments upon delivery of products or services.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Financial Administration Act

Financial Client Payments and Revenue

PIB #: 5

Location: Corporate Finance

Information Maintained: May include name, contact information, financial information and amounts paid or outstandingng

Individuals: Individuals who owe money to the Government of Alberta

Use: To collect outstanding revenue or repay overpayments

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Recovery Regulation
Assured Income for the Severely Handicapped Act
Assured Income for the Severely Handicapped General Regulation
Applications and Appeals Regulation

Freedom of Information and Protection of Privacy Act Requests/FOIPNet

PIB #:	6
Location:	Information and Privacy Office
Information Maintained:	May include personal information of individuals making FOIP requests, requests for correction, or privacy complaints and/or third parties who were contacted by the FOIP Office to provide comments on the release of responsive records. Such personal information may include name, home and business contact information, description of information requested and/or reasons and evidence to support the correction of personal information, fees paid, banking information, correspondence and copies of requested records.
Individuals:	Individuals who have submitted requests under the FOIP Act including individuals acting on behalf of an applicant, individuals who were contacted in regard to third party notices and Community and Social Services' employees who are authorized users of the FOIPNet application.
Use:	To record and track the progress of requests under the FOIP Act, to maintain a record of all processed requests and to compile statistics.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i>

Correspondence/Action Request Tracking System

PIB #:	7
Location:	Government officials and various offices of the public body
Information Maintained:	May include name, contact information and other personal information that may be included by the originator within the content of the correspondence
Individuals:	Individuals requesting information or a response from the Premier, MLA, Community and Social Services' ministry
Use:	To manage receipt of and responses to correspondence, inquiries, briefings, client calls, speaking engagements. Disseminate information to all stakeholders.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> <i>Government Organization Act-Schedule 11</i>

Employee Files

PIB #:	8
Location:	Human Resources, personnel branches and/or job locations
Information Maintained:	May include name, date of birth, gender, social insurance number, home and office contact information, spouse's or partner's name and contact information, employment authorization, employee identification number, resume/application for employment, official oath, education, employment history, appointment records, performance appraisals, employee relations, attendance records, pay and benefits information, staff development and training, learning accounts, occupational health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, grievances, recognition awards, job classification, professional association memberships and certifications, security clearance, parking/building passes, employee authentication log-on and other personal data related to employment.
Individuals:	Community and Social Services' employees
Use:	To record the employee's work history and payroll-benefit transactions. NOTE: Employee files are in partitioned formats that limit access to only those staff who have a need to access specific information.
Legal Authority:	<i>Public Service Act</i>

Job Competitions

PIB #:	9
Location:	Human Resources
Information Maintained:	May include name, home and office contact information, application form, resume, references, samples of work, job advertisements, screen and evaluation results and appointment for successful candidate
Individuals:	Applicants for Alberta public service jobs
Use:	To document the hiring process and provide statistical data
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> <i>Public Service Act</i>