

Stakeholder/Contact Lists

PIB #:	1
Location:	Various offices of the public body.
Information Maintained:	Name, address, telephone numbers and e-mail addresses.
Individuals:	Individuals receiving or generating correspondence, information or publications relating to programs or services delivered by the public body.
Use:	Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs. May also be used for reference information used in the course of program and service delivery.
Legal Authority:	The statute allowing the particular public body to deliver its programs and services.

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Various offices of the public body.
Information Maintained:	Name, office telephone numbers, office name and address, e-mail address and position title.
Individuals:	Employees of the public body.
Use:	Directing calls, visitors and mail to appropriate staff.
Legal Authority:	<i>Public Service Act</i>

Expense Claims

PIB #:	3
Location:	Finance (copies held in corresponding offices of the public body).
Information Maintained:	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers travelled, purpose of travel, and other expenses claimed.
Individuals:	Alberta public body employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
Use:	To process expense claims.
Legal Authority:	<i>Public Service Act, Financial Administration Act</i>

Contract Management System

PIB #:	4
Location:	Various offices of the public body.
Information Maintained:	Name, address, telephone numbers, e-mail address, banking information and fee amount.
Individuals:	Individuals who are under contract or agreement to provide products or services to the public body.
Use:	To manage the contract or agreement arrangements of payments upon delivery of products or services.
Legal Authority:	<i>Financial Administration Act</i>

Freedom of Information and Protection of Privacy Act Requests

PIB #:	5
Location:	FOIP Office, Informatics.
Information Maintained:	Name (including former names of the person making the request), address, telephone number, description of information requested and/or reasons and evidence to correct information, fee paid, banking information, correspondence and copies of requested records.
Individuals:	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
Use:	Respond and process requests, compile statistics.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, Section 33(c)</i>

Correspondence/Action Request Tracking

PIB #:	6
Location:	Various offices of the public body.
Information Maintained:	May include name, address, telephone numbers, e-mail addresses and other personal information included by the originator within the content of the correspondence.
Individuals:	Individuals requesting information or a response from a public body senior executive.
Use:	To manage receipt of and responses to correspondence, inquiries and briefings.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, Section 33(c)</i>

Employee Files

PIB #:	7
Location:	Human Resources.
Information Maintained:	May include name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, e-mail address, employee identification number, resume/applications 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:	Alberta public body employees.
Use:	Records the employee's work history and payroll/benefit transactions. NOTE: Employee files are in partitioned formats that limit the access to only those staff who have a need to access specific information.
Legal Authority:	<i>Public Service Act</i>

Job Competitions

PIB #:	8
Location:	Human Resources.
Information Maintained:	May include name, home and office addresses, home and office telephone numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate.
Individuals:	Applicants for Alberta public body jobs.
Use:	Document the hiring process and provide statistical data.
Legal Authority:	<i>Public Service Act</i>

FOIPNet

PIB #:	9
Location:	Policy and Governance.
Information Maintained:	Name, organization, and e-mail address of individuals.
Individuals:	Public body employees who are authorized users of the FOIPNet application.
Use:	To manage access to the FOIPNet application.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, Section 33(c)</i>

Directory of Public Bodies

PIB #:	10
Location:	FOIP Office, Informatics.
Information Maintained:	Name, organization, address, telephone numbers, e-mail address, and sector.
Individuals:	Alberta public body FOIP Coordinators.
Use:	To assist members of the public with contacting public body FOIP Offices.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, Section 87</i>

Integrated Management Alberta Government Information System (IMAGIS)

PIB #:	11
Location:	Corporate Services, Finance and Administration
Information Maintained:	<p>Individual information (employee and non-employee) including: Cross Application Human Resources Management System and Financials; name, address, city, province/state, country, home and mobile telephone numbers, social insurance number, personal bank account information.</p> <p>Human Resources Management System only; emergency contact information, dependent information, date of birth, health care number and gender.</p>
Individuals:	Employees, Members of Legislative Assembly, Board Members, Contracts (corporation to corporations, employer - employee, sole proprietor), Individuals (Albertans).
Use:	Recruitment, employment, payroll, contract, purchasing, procurement card, vendor invoice payment, service/benefit payment & administration, expense reimbursements, tax slip reporting; customer invoicing, payment, and collection/correspondence.
Legal Authority:	<i>Financial Administration Act, Government Accountability Act, Public Service Act, Workers Compensations Legislation; Employment Standards and Collective Bargaining Agreements; Human Resource Policies and Regulations; Agreement on Internal Trade; Federal/Provincial Tax Acts; Trade, Investment and Labour Mobility Agreement</i>

Integrated Management Alberta Government Information System (IMAGIS)

PIB #:	12
Location:	Corporate Services, Finance and Administration
Information Maintained:	Name, address, telephone number, vehicle ID # (obtained from MOVES to locate debtors), account details including debt and balance outstanding, debtor conversations (can include payment/banking information, credit card information, date of birth, social insurance number). These are maintained on in-house Access databases and the information is generally shared with private collection agencies. Private collection agencies may also provide personal information to Crown Debt Collections which includes credit card, banking and health information.
Individuals:	General public and can include companies who owe money to the Crown.
Use:	To collect on a debt (revenue) owed to the Crown, or repay overpayments.
Legal Authority:	<i>Financial Administration Act</i>

IMAGIS - Customer Database

PIB #:	13
Location:	Corporate Services, Finance and Administration
Information Maintained:	Name, address, telephone number, e-mail address, financial information (e.g. banking) and amount outstanding.
Individuals:	Individuals who owe money to the Government of Alberta
Use:	Set up debt and collect outstanding revenue.
Legal Authority:	<i>Financial Administration Act</i>

Contact Directory

PIB #:	14
Location:	Informatics, Records and Information Management
Information Maintained:	Name and telephone number. In some cases position title, Alberta Records Management Committee position, related Information Management committees, department/branch/division, e-mail, office address and fax numbers.
Individuals:	Alberta Public Service Employees
Use:	This directory provides contact information for the government's information and records management staff.
Legal Authority:	<i>Government Organization Act</i> , Records Management Regulation