

Directory of Personal Information Banks Executive Council

Financial Management

PIB #:	1
Location:	Corporate Services - Finance & Administration
Information Maintained:	Name, address, telephone number, email address, financial information, amount paid or outstanding.
Individuals:	Individuals who pay or owe money to the Government of Alberta.
Use:	To collect fees or outstanding revenue.
Legal Authority:	Financial Administration Act

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Various offices of the public body
Information Maintained:	Names, office names and addresses, office telephone and fax numbers, email addresses, position titles
Individuals:	Employees of the public body
Use:	For contacting government departments; directing calls, visitors and mail to appropriate staff.
Legal Authority:	Public Service Act

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Employee Files

PIB #:	3
Location:	Corporate Services - Human Resources Service Alberta - Pay and Benefits Administration
Information Maintained:	Name, birth date, gender, social insurance number, home and office addresses, email address, telephone and fax number, employment authorization, resume/application for employment, official oath, education, employment history, appointment records, job description, position and classification, 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, professional association memberships and certifications, security clearance, parking/building passes, employee authentication log-on, and other personal data related to employment.
Individuals:	Public body employees
Use:	By Human Resources and Pay and Benefits staff to record employee's work history and payroll/benefit information. NOTE: Employee files can only be accessed by authorized staff (and the employee upon request).
Legal Authority:	Public Service Act

Expense Claims

PIB #:	4
Location:	Corporate Services - Finance & Administration
Information Maintained:	Name, organizational unit, mailing address, telephone numbers, employee number, classification, kilometres travelled, purpose of travel and other associated
Individuals:	Public body employees and non-public body employees (i.e. contracted staff, job applicants) submitting personal expense claims.
Use:	To process expense claims.
Legal Authority:	Public Service Act

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Freedom of Information and Protection of Privacy Act (FOIP) Requests

PIB #:	5
Location:	Corporate Services - FOIP Office
Information Maintained:	Applicant's name, address, telephone number, description of information requested, correspondence, fees paid, copies of requested records.
Individuals:	Individuals submitting requests under the Act.
Use:	By FOIP staff to process and respond to requests, compile statistics
Legal Authority:	Freedom of Information and Protection of Privacy Act

Job Competitions

PIB #:	7
Location:	Corporate Services - Human Resources
Information Maintained:	Name, home/office address, home/office telephone and fax numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, confirmation letter to successful candidate, position and salary information.
Individuals:	Job applicants
Use:	To document the hiring process and provide statistical data.
Legal Authority:	Public Service Act

Stakeholder/Contact Lists

PIB #:	8
Location:	Various offices of the public body
Information Maintained:	Names, addresses, telephone and fax numbers, email addresses.
Individuals:	Individuals receiving correspondence, government information, or publications relating to programs or services delivered by the public body.
Use:	To correspond with stakeholders or disseminate government information to individuals participating in consultations or government programs.
Legal Authority:	Freedom of Information and Protection of Privacy Act, Section 33(c)

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Contract Management

PIB #:	10
Location:	Corporate Services - Finance & Administration
Information Maintained:	Name, address, telephone numbers, email address, fee amount.
Individuals:	Individuals who are under contract or agreement to provide products or services to the public body.
Use:	To manage the contract payments for delivery of products or services.
Legal Authority:	Financial Administration Act

Correspondence/Action Request Tracking

PIB #:	11
Location:	Various offices of the public body
Information Maintained:	May include name, address, telephone numbers, email addresses and other personal information provided by the originator within the content of the
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:	Freedom of Information and Protection of Privacy Act, s. 33(c).

Agency Inventory Database

PIB #:	13
Location:	Operations and Machinery of Government - Agency Governance Secretariat
Information Maintained:	Name, address, telephone number, email address, agency appointment, agency appointment term, remuneration.
Individuals:	Individuals appointed to serve as board members of provincial agencies, boards and commissions.
Use:	To inform individuals of their appointments to provincial agencies, boards and commissions; to track appointments and provide statistical data on agency, board and commission membership.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c).