Directory of Personal Information Banks  
Alberta Aboriginal Relations (AR) Ministry

Stakeholder/Contact Lists
PIB #s: 1

Location: Various offices of the public body

Information Maintained: May include name, address, telephone numbers, fax numbers and email addresses

Individuals: Individuals receiving correspondence, information or publications relating to programs or services

Use: Disseminate information or publications to interested individuals or to individuals participating in government programs

Legal Authority: Financial Administration Act, Freedom of Information and Protection of Privacy Act Section 33(c)

Employee Directories/Government of Alberta Telephone Directory
PIB #s: 2

Location: Various offices of the public body

Information Maintained: May include name, office telephone and fax numbers, office name and address, email address and position title

Individuals: Employees of the public body

Use: Directing calls, visitors and mail to appropriate staff

Legal Authority: Public Service Act, Freedom of Information and Protection of Privacy Act Section 33(c)

Expense Claims
PIB #s: 3

Location: Corporate Services Division

Information Maintained: May include name, organizational unit, mailing address, telephone number, fax number, employee number, classification/occupation, kilometers travelled, purpose of travel, and other associated costs

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

Use: To process expense claims

Legal Authority: Public Service Act, Freedom of Information and Protection of Privacy Act Section 33(c)
Directory of Personal Information Banks
Alberta Aboriginal Relations (AR) Ministry

Contract and Grant Management
PIB #s: 4

Location: Corporate Services Division

Information Maintained: May include name, address, telephone numbers, email address, contract or grant amount

Individuals: Individuals/Vendors who are under contract or agreement to provide products or services to Alberta Aboriginal Relations, or to receive funds via a granting process through Alberta Aboriginal Relations

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

Legal Authority: Financial Administration Act, Aboriginal Relations Grant Regulation, Freedom of Information and Protection of Privacy Act Section 33(c)

Freedom of Information and Protection of Privacy Act Requests
PIB #s: 5

Location: Freedom of Information and Protection of Privacy Branch

Information Maintained: May include 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 Freedom of Information and Protection of Privacy Act, including individuals acting on behalf of another person (third parties)

Use: Respond and process requests, compile statistics

Legal Authority: Freedom of Information and Protection of Privacy Act Section 33(c)

Correspondence/Action Request Tracking
PIB #s: 6

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 correspondence

Individuals: Individuals requesting information or a response from the Ministry’s senior executive

Use: To manage receipt of and responses to correspondence, enquiries and briefings

Legal Authority: Freedom of Information and Protection of Privacy Act Section 33(c)
Employee Files
PIB #s: 7
Location: Human Resource Services Branch
Information Maintained: May include name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, email 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 Aboriginal Relations 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 that have need to access specific information
Legal Authority: Public Service Act, Freedom of Information and Protection of Privacy Act Section 33(c)

Job Competitions
PIB #s: 8
Location: Human Resource Services Branch
Information Maintained: May include name, home and office addresses and telephone numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate
Individuals: Applicants for Aboriginal Relations employment opportunities
Use: Document the hiring process and provide statistical data
Legal Authority: Public Service Act, Freedom of Information and Protection of Privacy Act Section 33(c)
Delegations and Appointments

PIB #s: 9

Location: Various offices of the Ministry

Information Maintained: May include name, age, address, phone number, and/or place of business

Individuals: Ministry staff, elected officials, and/or private citizens appointed or delegated by the Minister

Use: To manage the review, notification and acceptance of individuals to responsibilities associated with authority assigned by the Minister

Legal Authority: *Government Organization Act, Freedom of Information and Protection of Privacy Act Section 33(c)*

Métis Settlements Land Registry

PIB #s: 10

Location: Secured location within Alberta Aboriginal Relations

Information Maintained: May include name, address, telephone numbers, fax numbers and email addresses of Métis Settlement members resident on one of the eight Métis Settlements in Alberta. May include approved applications, existing lease, rights and interests of occupants and notices of cancellation of land and membership of individual Métis Settlement members

Individuals: Members of Métis Settlements, individuals applying for membership and other holders of interests in the specific Métis Settlement area

Use: To provide historical background information to the Registrar of the Métis Settlements Land Registry to facilitate land management processes

NOTE: Estate instructions contained within the Métis Settlements Land Registry records have been designated paramount to the Freedom of Information and Protection of Privacy Act

Legal Authority: *Métis Settlements Act, Métis Settlements Land Registry Regulation, Freedom of Information and Protection of Privacy Act Section 33(c)*
Métis Settlements Appeals Tribunal

PIB #s: 11

Location: Metis Settlements Appeal Tribunal Office

Information Maintained: May include materials and evidence of activities related to appeals filed before the Métis Settlements Appeals Tribunal. Includes information such as name, mailing address, telephone numbers, fax number and other personal identifiable information gathered during the course of an appeal, and any decisions communicated.

Individuals: Appellants, respondents, and other parties involved in appeals. May include settlement members, settlement councilors, and other stakeholders.

Use: Personal information is collected in order to contact parties, facilitate investigation into each appeal, and obtain documents from other entities, such as the Metis Settlements Land Registry, and Settlement Councils.

Personal information is not disclosed to other parties. This is achieved by redacting documents containing personal information before sharing them with all parties to an appeal.

Legal Authority: Métis Settlements Act, Freedom of Information and Protection of Privacy Act Section 33(c)

Northern Alberta Development Council Bursary Program

PIB #s: 12

Location: Northern Alberta Development Council Office

Information Maintained: May include name, address, telephone numbers, email address, and bursary amount

Individuals: Individuals who are applicants and potential recipients of bursary funding from the Northern Alberta Development Council

Use: To manage the applications process and payments

Legal Authority: Financial Administration Act, Northern Alberta Development Council Act, Freedom of Information and Protection of Privacy Act Section 33(c)