

## Directory of Personal Information Banks

### Fair Trading Act Related Appeal Board(s)

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#### Appeal Board Roster / Contact List

<b>PIB #:</b>	1
<b>Location:</b>	Consumer Programs Intranet
<b>Information Maintained:</b>	Name, address, telephone numbers, e-mail addresses and list of Appeal Board(s) participated on.
<b>Individuals:</b>	Individuals who may participate on Appeal Board(s) convened as per the Fair Trading Act and Appeal Board Regulation.
<b>Use:</b>	Information utilized to contact individuals to set up Appeal Board(s) and prepare documentation for the appeal process including sharing information with participants in each Appeal Board.
<b>Legal Authority:</b>	Fair Trading Act and Appeal Board Regulation

#### Expense Claims

<b>PIB #:</b>	2
<b>Location:</b>	Accounting Branches or Financial Services
<b>Information Maintained:</b>	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers travelled, purpose of travel and other expenses claimed.
<b>Individuals:</b>	Alberta public body employees and non-public body employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
<b>Use:</b>	To process expense claims.
<b>Legal Authority:</b>	Public Service Act

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#### Action Request Tracking System (ARTS)

<b>PIB #:</b>	3
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, address, telephone numbers, e-mail addresses and other personal information included by the originator within the content of the correspondence.
<b>Individuals:</b>	Panel Board members to be appointed by the Deputy Minister.
<b>Use:</b>	To manage receipt of and responses to correspondence, inquiries and briefings.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act

#### Honorarium Claims

<b>PIB #:</b>	4
<b>Location:</b>	Pay and Benefits
<b>Information Maintained:</b>	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, official oath, education, employment history, appointment records, pay and benefits information, conflict of interest disclosure statements, professional association memberships and certifications, security clearance, and other personal data related to employment.
<b>Individuals:</b>	Appeal Board members
<b>Use:</b>	Records the board members' honorarium claims. NOTE: Employee files are in partitioned formats that limit access to only those staff who have a need to access specific information.
<b>Legal Authority:</b>	Public Service Act

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#### Job Competitions

<b>PIB #:</b>	5
<b>Location:</b>	Human Resources or Personnel Branches.
<b>Information Maintained:</b>	May include name, birth date, gender, Social insurance number, home and office addresses, telephone and fax numbers, employment authorization, e-mail address vendor identification number, resume / application for employment, education, employment history, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate.
<b>Individuals:</b>	Applicants for Appeal Board Roster appointment.
<b>Use:</b>	Document the hiring process and provide statistical data.
<b>Legal Authority:</b>	Public Service Act

#### Appeal Board File

<b>PIB #:</b>	6
<b>Location:</b>	Consumer Programs File Room
<b>Information Maintained:</b>	Appointment documents to set up each Appeal Board and relevant company information for the company appealing a decision by the Director.
<b>Individuals:</b>	Appeal Board members and representatives of the company appealing a decision by the Director.
<b>Use:</b>	Copies of all information contained in the file are shared with all Appeal Board Members, the company appealing a decision by the Director, Legal Services (Alberta Justice) and the Director.
<b>Legal Authority:</b>	Fair Trading Act and Appeal Board Regulation