

Directory of Personal Information Banks

Alberta Transportation



2017

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Corporate Services and Information Division

Finance Branch

Financial Management	
PIB #:	1
Location:	Accounting Branches or Financial Services
Information Maintained:	Names, addresses, telephone numbers, e-mail addresses, financial information and amounts paid or outstanding.
Individuals:	Individuals who pay or owe money to the Government of Alberta.
Use:	To collect outstanding revenue or repay overpayments.
Legal Authority:	Financial Administration Act

Expense Claims	
PIB #:	2
Location:	Accounting Branches or Financial Services
Information Maintained:	May include names, organizational units, mailing addresses, telephone numbers, employee numbers, classifications/occupations, 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:	Public Service Act

Contract Management System	
PIB #:	3
Location:	Various offices of the public body in CMA and images
Information Maintained:	Names, addresses, telephone numbers, e-mail addresses, banking information and fee amounts.
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:	Financial Administration Act

Freedom of Information and Protection of Privacy (FOIP)

Freedom of Information and Protection of Privacy Act Requests	
PIB #:	4
Location:	Freedom of Information and Privacy Coordinator's offices
Information Maintained:	Names (<i>including former names of the person making the request</i>), addresses, telephone numbers, description of information requested and/or reasons and evidence to correct information, fees 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:	Freedom of Information and Protection of Privacy Act, s.33(c)

Office of the Deputy Minister

Employee Directory

Employee Directories / GOA Telephone Directory	
PIB #:	6
Location:	Various offices of the public body
Information Maintained:	Names, office telephone and fax numbers, office names and addresses, e-mail addresses and position titles.
Individuals:	Employees of the public body.
Use:	Directing calls, visitors and mail to appropriate staff.
Legal Authority:	Public Service Act

Human Resources

Job Competitions	
PIB #:	7
Location:	Human Resources Branches
Information Maintained:	May include names, home and office addresses, telephone numbers, application forms, resumes, references, samples of work, job advertisements, screening and evaluation results, and appointment of successful candidates.
Individuals:	Applicants for Alberta public body jobs.
Use:	Document the hiring process and provide statistical data and process applicant job applications.
Legal Authority:	Public Service Act

Employee Files	
PIB #:	8
Location:	Human Resources or job locations
Information Maintained:	May include names, birth dates, gender, social insurance numbers, home and office addresses, telephone and fax numbers, employment authorization, e-mail addresses, employee identification numbers, resumes/applications for employment, official oath, education, employment histories, 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 records, employee conflict of interest disclosure statements, grievances, recognition awards, job classification, professional association memberships and certifications, and other personal data related to employment.
Individuals:	Alberta public body employees.
Use:	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:	Public Service Act

Other Services

Correspondence / Action Request Tracking	
PIB #:	9
Location:	Various offices of the public body
Information Maintained:	May include names, addresses, telephone numbers, and e-mail addresses and other personal information included by the originator within the content of the correspondence.
Individuals:	Employees of the public body. 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)

Stakeholder / Contact Lists	
PIB #:	10
Location:	Various offices of the public body
Information Maintained:	Names, addresses, telephone numbers and e-mail addresses.
Individuals:	Individuals receiving 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.
Legal Authority:	Government Organization Act - Schedule 14

Safety, Policy and Engineering Division

Driver Programs

Alberta Collision Reports	
PIB #:	11
Location:	Driver Programs - Data Acquisition
Information Maintained:	Individuals involved in collisions [driver/passenger/registered owner of vehicle/witness/pedestrian]. May include - names, addresses, phone numbers, operator licence numbers, vehicle information, insurance information, collision case numbers, investigating officers, police file numbers, police registration numbers and police report numbers.
Individuals:	Individuals involved in collisions.
Use:	Gather and analyze collision information for the purpose of making recommendations which will contribute to the reduction and severity of collisions on Alberta's roadways; produce statistical information.
Legal Authority:	Traffic Safety Act, Fatal Accidents Act, Government Organization Act, National Safety Code

Construction Zone Accident Reports	
PIB #:	12
Location:	District Office/Regional Office
Information Maintained:	Names and addresses.
Individuals:	Operators of vehicles involved in accidents.
Use:	Maintain records for legal purposes in case of possible accident or damage claims to government owned property.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Driver Fitness and Monitoring <i>(driver enforcement and medical information related to fitness to drive)</i>	
PIB #:	13
Location:	Driver Fitness and Monitoring
Information Maintained:	Names, addresses, birth dates, Alberta operator's licence numbers, Motor Vehicle Identification Numbers (MVID), medical histories and traffic and criminal code convictions.
Individuals:	Individuals who have been issued any class of Alberta operator's licences including those who may have a licence which has been declassified, prohibited, cancelled, suspended expired or do not have an operator's licence but have a traffic or criminal code conviction related to driving.
Use:	Ensures safety by ensuring driver fitness and monitoring of Alberta drivers. Ensures drivers meet the minimum requirements of medical fitness to drive in accordance with the Canadian Council of Motor Transport Administrators Medical Standards for Drivers compliance to the Traffic Safety Act and its Regulations and the Criminal Code of Canada.
Legal Authority:	Traffic Safety Act, Operator Licensing and Vehicle Control Regulation (AR 320/2002)

Driver Programs and Licensing Standards	
PIB #:	14
Location:	Driver Programs - Driver Programs and Licensing Standards
Information Maintained:	Driver Examiners, Driving Instructors, Special Delivery Agents and Driving Schools. Includes names, addresses, phone numbers, Alberta driver's licence numbers, criminal records and vehicle and insurance information.
Individuals:	All licensed Driver Examiners, Driving Instructors, Special Delivery Agents and Driving Schools including applicants waiting to be licensed.
Use:	To license and ensure compliance of the industry to the regulations.
Legal Authority:	Traffic Safety Act, Driver Training and Driver Examination Regulation AR 316/2002, Operator Licensing and Vehicle Control Regulation AR 320/2002

Safety and Compliance Services

Dangerous Goods, Rail Safety & 511 Alberta	
PIB #:	15
Location:	Safety and Compliance Services Branch
Information Maintained:	Names, business addresses, phone numbers and contact people.
Individuals:	Company employees named as contact people.
Use:	Maintain a current list of companies who have been granted operating approvals for a railway.
Legal Authority:	Railway (Alberta) Act

Dangerous Goods Permit Database	
PIB #:	16
Location:	Safety and Compliance Services Branch
Information Maintained:	Names, business addresses, phone numbers and contact people.
Individuals:	Officials or individuals named as contact people.
Use:	Maintain a current list of companies who have been issued dangerous goods permits of equivalent level of safety.
Legal Authority:	Dangerous Goods Transportation and Handling Act

Dangerous Goods Permit Database	
PIB #:	17
Location:	Safety and Compliance Services Branch
Information Maintained:	Names, business addresses, regiment or employee numbers and course marks.
Individuals:	Officials qualified as dangerous goods inspectors.
Use:	Maintain a current list of individuals who have qualified as dangerous goods inspectors.
Legal Authority:	Dangerous Goods Transportation and Handling Act

Prorate Services – Prorate Master Records	
PIB #:	18
Location:	Prorate Services - Transport Engineering
Information Maintained:	Names, addresses, vehicle purchase information, including bill of sale and lease agreements.
Individuals:	Licensed Alberta carriers operating under two Prorate Agreements: 1. Canadian Agreement Vehicle Registration [C.A.V.R.] and 2. International Registration Plan [I.R.P.].
Use:	Identify people who qualify for prorate registrations. Prorate allows commercial carriers to register for travel in a number of jurisdictions through one registration process.
Legal Authority:	Traffic Safety Act

Vehicle Inspection Program – Inspection Certificates	
PIB #:	19
Location:	Vehicle Safety Services
Information Maintained:	Name, address, phone number, vehicle information, facility number, facility name, technician number and name.
Individuals:	Registered owner of vehicle, technician, and inspection facility.
Use:	Monitor vehicle inspections for compliance with the National Safety Code and operating authority.
Legal Authority:	Traffic Safety Act, Vehicle Inspection Regulation AR 211/2006

Vehicle Inspection Program – Technicians	
PIB #:	20
Location:	Vehicle Safety Services
Information Maintained:	Name, address, phone number, driver’s licence number, motor vehicle identification number, birth date, technician trade certificate number, credit card information, employer, trailer repairman declaration, criminal record history and charges under the Criminal Code, Excise Act [Canada] or a substantially similar offence under a foreign Act or regulation that apply to the licenced technician.
Individuals:	Technicians, company employees.
Use:	Determine eligibility of technician to become and maintain a licence as an authorized technician under the Vehicle Inspection Program.
Legal Authority:	Traffic Safety Act, Vehicle Inspection Regulation AR 211/2006

Vehicle Inspection Program – Facilities	
PIB #:	21
Location:	Vehicle Safety Services
Information Maintained:	Name, address, phone number, credit card information, motor vehicle identification number, vehicle safety inspector’s opinion, facility licence and number, facility audit results.
Individuals:	Facility contact, technicians, owner, company officials.
Use:	Determine eligibility to become and maintain a licence as an authorized commercial vehicle inspection facility and provide a contact person for each approved facility.
Legal Authority:	Traffic Safety Act, Vehicle Inspection Regulation AR 211/2006

Delivery Services Division

Highway Operations Standards

4H – Highway Clean-up	
PIB #:	22
Location:	District Offices/Regional Offices
Information Maintained:	Name of participants, name of TV stations/radio stations and highway information.
Individuals:	Participants of the program.
Use:	Administer program and document contact with the media regarding local response to this highway clean-up.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Adopt-a-Highway Program	
PIB #:	23
Location:	District Offices/Regional Offices
Information Maintained:	Name of program applicants and participants, name of TV stations/radio stations and highway information.
Individuals:	Participants and applicants of the program, members of the media.
Use:	Administer program and document contact with the media regarding local response to this highway clean-up.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Regional Stakeholder Services

Central Permit Office - Transport Engineering Permit System	
PIB #:	24
Location:	Overload Services - Transport Engineering Branch
Information Maintained:	Permit request including date, time, company name, location, specifics of move, name of caller and phone number, permit approval includes permit request information, conditions of approval and name of approval person.
Individuals:	Permit issuer, company contact person, approval person, accredited Transportation Routing and Vehicle Information System [TRAVIS] agencies.
Use:	Monitor permit requests and provide historical record of approval, company contact person identification required if follow-up necessary.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Central Permit Office - Transport Engineering Programs & Projects	
PIB #:	25
Location:	Overload Services - Transport Engineering Branch
Information Maintained:	Company name, company location, program applications, inspections and approvals and contact person's name and phone number.
Individuals:	Company official, program contact person.
Use:	Company official required for signing authority, contact person required for follow-up contact and ongoing program liaison
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Caretaker Permits / Earthborrow Agreements / Aggregates Royalty Agreements / Haying Permits	
PIB #:	26
Location:	District Offices/Regional Offices
Information Maintained:	Names, addresses and amounts paid for earthborrow / aggregate.
Individuals:	Land owners and permit applicants.
Use:	Purchase materials required for construction; control noxious weeds [caretaking / haying].
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Regional Offices

First Nations

First Nations	
PIB #:	27
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in land
Use:	Buy land that the department requires for road construction through First Nations
Legal Authority:	Government Organization Act; Indian Act (Federal)

Métis Settlements	
PIB #:	28
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in land
Use:	Buy land that the department requires for road construction through Métis Settlements
Legal Authority:	Government Organization Act; Indian Act (Federal)

Land Development / Plans

Plans	
PIB #:	29
Location:	Regional Offices
Information Maintained:	Plans, maps, names, addresses, land location, duplicate certificates of title, may contain purchase price
Individuals:	Individuals and/or companies with an interest in land
Use:	Duplicate titles re-issued by Land Titles
Legal Authority:	Government Organization Act; Land Titles Act

Appraisals / Acquisitions	
PIB #:	30
Location:	Regional Offices
Information Maintained:	Legal documents, names, addresses, appraised value of the land, copy of certificates of title, purchase price and general correspondence
Individuals:	Individuals and/or companies with an interest in land
Use:	Identify value of department owned land and future property interests
Legal Authority:	Government Organization Act; Expropriation Act

Sales	
PIB #:	31
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in land
Use:	Sell land surplus to the department's requirements
Legal Authority:	Government Organization Act; Public Works Act; Surveys Act; Land Titles Act

Special Areas	
PIB #:	32
Location:	Regional Offices
Information Maintained:	Names, addresses, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in land
Use:	Buy or sell land that the department requires for road construction
Legal Authority:	Government Organization Act; Public Works Act; Surveys Act; Land Titles Act; Expropriation Act

Development Permits	
PIB #:	33
Location:	Regional Offices
Information Maintained:	Names, addresses and phone numbers
Individuals:	Land owners and/or permit applicants
Use:	Issue development permits for subdivision applications, utility crossings, highway and private sign applications and correspondence
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Development Control	
PIB #:	34
Location:	District Office / Regional Offices
Information Maintained:	Names, addresses and phone numbers
Individuals:	Land owners and/or subdivision applicants
Use:	Issue development permits for subdivision applications, utility crossings, highway and private sign applications and correspondence
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Future Development	
PIB #:	35
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for future road purposes
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act

Roads and Railways

Main Highways / Secondary Roads	
PIB #:	36
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for main highway construction
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act

General Roads	
PIB #:	37
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, telephone numbers and financial land transactions
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for road construction
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act; Surveys Act; Land Titles Act

District Roads	
PIB #:	38
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for road construction
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act; Surveys Act; Land Titles Act

Approach Roads	
PIB #:	39
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for road construction
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act; Surveys Act; Land Titles Act

Park Roads	
PIB #:	40
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for road construction
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act; Surveys Act; Land Titles Act

Railway	
PIB #:	41
Location:	Regional Offices
Information Maintained:	Agreements, names, addresses, selling/purchase price, copy of certificates of title and general correspondence
Individuals:	Individuals and/or companies with an interest in the land.
Use:	Buy or sell land that the department requires for road construction
Legal Authority:	Government Organization Act; Public Highways Development Act; Expropriation Act; Surveys Act; Land Titles Act