

**Directory of Personal Information Banks**  
**Alberta Economic Development and Trade (EDT) Ministry**

**Stakeholder/Contact Lists**

<b>PIB #s:</b>	1
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, address, telephone numbers, fax numbers and email addresses
<b>Individuals:</b>	Individuals receiving correspondence, information or publications relating to programs or services
<b>Use:</b>	Disseminate information or publications to interested individuals or to individuals participating in government programs
<b>Legal Authority:</b>	<i>Financial Administration Act, Freedom of Information and Protection of Privacy Act Section 33(c)</i>

**Employee Directories/Government of Alberta Telephone Directory**

<b>PIB #s:</b>	2
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, office telephone and fax numbers, office name and address, email address and position title
<b>Individuals:</b>	Employees of the public body
<b>Use:</b>	Directing calls, visitors and mail to appropriate staff
<b>Legal Authority:</b>	<i>Public Service Act, Freedom of Information and Protection of Privacy Act Section 33 (c)</i>

**Expense Claims**

<b>PIB #s:</b>	3
<b>Location:</b>	Strategic Policy and Corporate Services Division

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**Information Maintained:** May include name, organizational unit, mailing address, telephone numbers, 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 progress expense claims

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

**Contract and Grant Management**

**PIB #'s:** 4

**Location:** Strategic Policy and 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 Economic Development and Trade, or to receive funds via a granting process through Alberta Economic Development and Trade

**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, 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

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**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:** Strategic Policy and Corporate Services Division

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**Information Maintained:** May include name, birthdate, 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, 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 Economic Development and Trade employees

**Use:** Records the employee's work history and payroll/benefit transactions. NOTE: Employee files are in portioned formats that limit the access to only those staff that have need to access specific information

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

**Job Competitions**

**PIB #s:** 8

**Location:** Strategic Policy and Corporate Services Division

**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 Economic Development and Trade employment opportunities

**Use:** Document the hiring process and provide statistical data

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

**Northern Alberta Development Council Bursary Program**

**PIB #s:** 10

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