

## Directory of Personal Information Banks

### Alberta Infrastructure

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#### BLIMS Inventory (FAMIS).

<b>PIB #:</b>	9
<b>Location:</b>	Inventory Section - Divisional Coordination Branch.
<b>Information Maintained:</b>	Name, address, telephone number, e-mail address, employee numbers.
<b>Individuals:</b>	Infrastructure/Government of Alberta employees who are the contacts for activities within a building. Contractors (individual within an organization) responsible for the maintenance of a building. Private sector individuals providing a service for a building. List of parking allocations for government lots.
<b>Use:</b>	Provide quick reference to locate the individual responsible for a specific role within a building. Provide for the allocation and collection of parking revenues.
<b>Legal Authority:</b>	Treasury Board Directive 03/91, Government Organization Act - Schedule 11. Freedom of Information and Protection of Privacy Act Section 33(c).

#### BLIMS Leasing (FAMIS).

<b>PIB #:</b>	10
<b>Location:</b>	Leasing Branch - Realty Services.
<b>Information Maintained:</b>	Lease manager name, project manager name and lease officer name.
<b>Individuals:</b>	Property managers, leasing officers and administrators.
<b>Use:</b>	Tracks leasing contract from beginning to end, supports the actions related to leasing (new, renew, amend, terminate space and manage lease budget and forecast).
<b>Legal Authority:</b>	Government Organization Act - Schedule 11. Freedom of Information and Protection of Privacy Act Section 33(c).

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#### Consultant Selection and Management System (CSAM).

<b>PIB #:</b>	13
<b>Location:</b>	Properties and Capital Projects Divisional Coordination Branches.
<b>Information Maintained:</b>	Vendor Information including name, contact information, telephone number, and vendor evaluation information.
<b>Individuals:</b>	Name, contact information and vendor evaluation.
<b>Use:</b>	To create consultant selection forms for the request for proposal (RFP) short listing, conduct vendor evaluations and post project implementation.
<b>Legal Authority:</b>	Government Organization Act - Schedule 11. Freedom of Information and Protection of Privacy Act Section 33(c).

#### Contract Management System (CMS).

<b>PIB #:</b>	11
<b>Location:</b>	Finance - Policy and Corporate Services.
<b>Information Maintained:</b>	Name and phone number.
<b>Individuals:</b>	Government of Alberta employees.
<b>Use:</b>	To track expenditures against a contract.
<b>Legal Authority:</b>	Government Organization Act - Schedule 11. Freedom of Information and Protection of Privacy Act Section 33(c).

#### Correspondence/Action Request Tracking.

<b>PIB #:</b>	12
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	May include name, address, telephone number(s), and e-mail address and other personal information included by the originator within the content of the correspondence.
<b>Individuals:</b>	Individuals requesting information or a response from a public body senior executive.
<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, Section 33(c).

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### Employee Directories/Government of Alberta Telephone Directory.

<b>PIB #:</b>	2
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, office telephone and fax number(s), office name and address, e-mail 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>	Public Service Act.

### Employee Directories/Government of Alberta Telephone Directory.

<b>PIB #:</b>	6
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, office telephone numbers, office name and address, e-mail address and position title.
<b>Individuals:</b>	Employees of the public body.
<b>Use:</b>	Directing calls, visitors and mail to the appropriate staff.
<b>Legal Authority:</b>	Public Service Act.

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#### Employee Files

<b>PIB #:</b>	3
<b>Location:</b>	Human Resources, Personnel Branches or job locations.
<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 numbers, resume/application 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.
<b>Individuals:</b>	Alberta public body employees.
<b>Use:</b>	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.
<b>Legal Authority:</b>	Public Service Act.

#### Expense Claims.

<b>PIB #:</b>	4
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	May include name, organizational unit, mailing address, telephone number(s), employee number, classification/occupation, kilometers travelled, purpose of travel and other expenses claimed.
<b>Individuals:</b>	Alberta public body employees and non-public 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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#### Financial Management.

<b>PIB #:</b>	1
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	Name, address, telephone number, e-mail address, financial information, amount paid or outstanding.
<b>Individuals:</b>	Individuals who pay or owe money to the Government of Alberta.
<b>Use:</b>	To collect outstanding revenue or repay overpayments.
<b>Legal Authority:</b>	Financial Administration Act.

#### Freedom of Information and Protection of Privacy Act Requests.

<b>PIB #:</b>	5
<b>Location:</b>	Freedom of Information and Privacy Coordinator's offices.
<b>Information Maintained:</b>	Name (including former names of the person making the request), address, telephone number(s), description of information requested and/or reasons and evidence to correct information, fees paid, banking information, correspondence and copies of requested records.
<b>Individuals:</b>	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
<b>Use:</b>	Respond and process requests, compile statistics.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, Section 33(c).

#### Job Competitions.

<b>PIB #:</b>	7
<b>Location:</b>	Human Resources or Personnel Branches.
<b>Information Maintained:</b>	May include name, home and office addresses, telephone numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate.
<b>Individuals:</b>	Applicants for Alberta public body jobs.
<b>Use:</b>	Document the hiring process and provide statistical data.
<b>Legal Authority:</b>	Public Service Act.

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#### Stakeholder/Contact Lists.

<b>PIB #:</b>	8
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, address, telephone numbers and e-mail address.
<b>Individuals:</b>	Individuals receiving correspondence, information or publications relating to programs or services delivered by the public body.
<b>Use:</b>	Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs.
<b>Legal Authority:</b>	Government Organization Act - Schedule 11.

#### Tender Administration Project System (TAPS).

<b>PIB #:</b>	14
<b>Location:</b>	Tender Administration - Capital Project Division.
<b>Information Maintained:</b>	Name and phone number.
<b>Individuals:</b>	Contacts for companies responding to tenders.
<b>Use:</b>	To track tenders within the Ministry.
<b>Legal Authority:</b>	Government Organization Act - Schedule 11. Freedom of Information and Protection of Privacy Act Section 33(c).

#### Work Order Request Tracking System (WORTS).

<b>PIB #:</b>	15
<b>Location:</b>	Property Management Branches - Properties Division.
<b>Information Maintained:</b>	Name, e-mail address, phone number.
<b>Individuals:</b>	Government employees and private contractors.
<b>Use:</b>	To request maintenance work and view assigned resources.
<b>Legal Authority:</b>	Government Organization Act - Schedule 11. Freedom of Information and Protection of Privacy Act Section 33(c).