

Directory of Personal Information Banks

Treasury Board and Finance

Updated August 2013

PIB #1: STAKEHOLDER / CONTACT LISTS

- Location:** Various offices of the public body.
- Information Maintained:** Name, address, 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:** The statute allowing the particular public body to deliver its programs and services.

PIB #2: EMPLOYEE DIRECTORIES / GOVT OF ALBERTA TELEPHONE DIRECTORY

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

PIB #3: EXPENSE CLAIMS

- Location:** Accounting Branches or Financial Services.
- Information Maintained:** May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers traveled, 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*

PIB #4: CONTRACT MANAGEMENT SYSTEM

- Location:** Various offices of the public body.
- Information Maintained:** Name, address, telephone numbers, e-mail address, banking information and fee amount.
- 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*

PIB #5: FINANCIAL MANAGEMENT

- Location:** Accounting Branches or Financial Services.
- Information Maintained:** Name, address, telephone numbers, e-mail address, financial information, amount 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*

PIB #6: FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT REQUESTS

- Location:** Freedom of Information and Protection of Privacy Coordinator's office.
- Information Maintained:** Name (including former names of the person making the request), address, 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)*

PIB #7: CORRESPONDENCE / ACTION REQUEST TRACKING

Location: Various offices of the public body

Information Maintained: May include name, address, telephone numbers, and e-mail addresses and other personal information included by the originator within the content of the correspondence.

Individuals: 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)*

PIB #8: EMPLOYEE FILES

Location: Human Resources, personnel branches or job locations.

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/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.

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 require access to specific information.

Legal Authority: *Public Service Act*

PIB #9: JOB COMPETITIONS

Location: Human Resources or Personnel Branches.

Information Maintained: 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.

Individuals: Applicants for Alberta public body jobs.

Use: Document the hiring process and provide statistical data.

Legal Authority: *Public Service Act*

PIB #10: BUSINESS REPRESENTATIVES

Location: Various business units of Alberta Treasury Board and Finance.

Information Maintained: Business contact information-Name, address, telephone number and/or cell phone number, fax number, email address, title, company/organization name.

Individuals: Individuals that represent organizations registered in a program administered by the business unit.

Use: To contact the business representative with respect to any issue concerning the organization.

Legal Authority: The statute allowing the business unit to administer its program.

PIB #11: ALBERTA CAPITAL BONDS / ALBERTA SAVINGS CERTIFICATES

Location: Treasury Management

Information Maintained: Name, address, Social Insurance Number, value of bonds, certificate numbers, issue date, account number, amount of interest paid, banking information.

Individuals: Individuals that own securities issued by the Government of Alberta.

Use: To process payment when the owner presents the bond or certificate that has not been redeemed.

Legal Authority: *Financial Administration Act*

PIB #12: ALBERTA INDIAN TAX EXEMPTION (AITE)

Location: Tax and Revenue Administration.

Information Maintained: Name, address, phone number, birth date, Certificate of Indian Status, AITE Card Number.

Individuals: Individuals who apply for an AITE Card.

Use: To determine the eligibility of an individual who submits the Alberta Indian Declaration (AT 4805) to receive an Alberta Indian Tax Exemption (AITE) card to purchase fuel and tobacco free of Alberta tax.

Legal Authority: *Fuel Tax Act and Tobacco Tax Act*

PIB #13: FARMER BENEFIT PROGRAM

Location: Tax and Revenue Administration

Information Maintained: Name, address, phone number, Social Insurance Number, Federal Business Number, Alberta Farm Fuel Registration Number.

Individuals: Individuals who submit the Farmer Benefit Application (AT4755) to Tax and Revenue Administration for eligibility review and approval.

Use: To determine the eligibility of individuals to receive a grant payment of the Alberta Farm Fuel Distribution Allowance (AFFDA) for clear fuel purchases that were made before March 7, 2013. Individuals must submit the \$0.06 per litre grant application no later than three years from the end of the year in which the fuel was purchased, i.e., December 31, 2016. Eligible individuals will continue to receive a rebate of the fuel tax paid with respect to purchases of clear fuel for use in eligible farming operations or domestic heating, in circumstances where marked fuel was not reasonably available. This is a taxable benefit and, therefore, individuals who receive the benefit will be mailed a T-4 slip that must be included with their personal income tax return.

Legal Authority: *Fuel Tax Act*

PIB #14: ALBERTA FINANCIAL HARDSHIP ACCESS TO LOCKED-IN PENSION PRODUCTS

Location: Financial Sector Regulation and Policy

Information Maintained: Name, spouse's name, principal address, mailing address, phone number, email address, birth date, Social Insurance Number, reasons for financial hardship, medical information, court records, legal documentation, financial information including locked-in account number and balance.

Individuals: Owners that apply to the Alberta Superintendent of Financial Institutions for permission to unlock their locked-in pension accounts.

Use: To determine the eligibility of individuals who want to access their locked-in pension funds by submitting the Application for Access to Alberta Locked-In Funds due to Financial Hardship). Personal information is disclosed as necessary to the Maintenance Enforcement Program if the individual's account is in arrears.

Legal Authority: *Employment Pensions Plan Act.*

PIB #15: ALBERTA RISK MANAGEMENT AND INSURANCE (RMI) CLAIMS PROGRAM

Location: Risk Management and Insurance

Information Maintained: Business contact information, date of birth, driver's license number, driver's history, insurance policy number, narrative report of accident, medical information and employment information.

Individuals: Individuals who are affected by an automobile accident or other losses that involve liability or property of the Government of Alberta.

Use: To investigate, negotiate, settle and defend claims or suits made against the Crown regarding alleged bodily or personal injury, damages to property or certain other liabilities and damages against the Crown, even if those claims are groundless, false or fraudulent.

Legal Authority: *Financial Administration Act*

PIB #16: ROYALTY TAX CREDIT FOR INDIVIDUALS AND TRUSTS

Location: Tax and Revenue Administration
Information Maintained: Name, address, phone number, birth date, Social Insurance Number, value of the RCIT refund.
Individuals: Individuals who apply for the Alberta Royalty Tax Credit
Use: To determine the eligibility of individuals who submit the Alberta Royalty Credit Application for Individuals (AT 60) to recover from the Alberta Government a percentage of the total amount of Crown royalties they paid during a taxation year. While Alberta discontinued the program as of January 1, 2007, an individual may submit a claim within three years from the end of the calendar year for which the eligible Alberta crown royalties are paid or payable.
Legal Authority: *Alberta Corporate Tax Act*

PIB #17: UNCLAIMED PROPERTY

Location: Tax and Revenue Administration
Information Maintained: Name, mailing address, telephone number, fax, email, date of birth, Social Insurance Number, and additional personal information used to validate claims.
Individuals: Representatives of holders of unclaimed personal property and vested property; apparent owners of unclaimed personal property and vested property; claimants of unclaimed personal property and vested property; representatives of creditors that submit claims respecting unclaimed personal and vested property.
Use: Manage a repository of the information received from holders of unclaimed personal property; publish limited information from the repository on the Alberta Treasury Board and Finance website's Unclaimed Property Registry located at <http://unclaimed.property.alberta.ca> which is used to help re-unite owners with their property; process claims from individuals who believe they are the owners of the unclaimed personal property identified on the registry.
Legal Authority: *Unclaimed Personal Property and Vested Property Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

FURTHER INFORMATION

For further information on how to obtain personal records, contact the Treasury Board and Finance Freedom of Information and Protection of Privacy (FOIP) Coordinator:

- Phone: 780-415-9180
- Fax: 780-422-7235