

Department of Energy (DoE)
Directory of Personal Information Banks

Royalty Collection

PIB #: 1
Location: Resource Revenue and Operations Division
Information Maintained: Name, address, personal and work telephone numbers, and e-mail address of individuals designated as key contacts for oil and gas royalty collection activities.
Use: Disseminate information to and collect payments from individuals responsible for managing royalty payments owed to the Government of Alberta.
Legal Authority: *Mines and Minerals Act; Natural Gas Royalty Regulation 2002, 2009 and 2017 and Natural Gas Deep Drilling Regulation*

Audit

PIB #: 2
Location: Compliance and Assurance and Resources Revenue Operations
Information Maintained: Name, address, telephone numbers, and e-mail addresses, organizational charts, and meeting participation (minutes)
Individuals: Employees of clients designated as the key contact(s) in relation to audit activities.
Use: Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs.
Legal Authority: *Mines and Minerals Act and Natural Gas Marketing Act (including related regulations)*

Tenure Applications

PIB #: 3
Location: Resource Revenue Operations - Tenure Branch
Information Maintained: Name, address, phone numbers, e-mail, banking information
Individuals: Individuals representing oil and gas development businesses submitting tenure applications for activities that may include land sales, PNG continuations, validations; rentals; offsets; crown mineral activity authorizations; transfers; encumbrances; unit exhibit A; or ETS account maintenance.
Use: To contact individuals related to managing PNG agreements and associated payments owed to the Government of Alberta and processing client submissions.
Legal Authority: *Mines and Minerals Act, Petroleum and Natural Gas Tenure Regulations, Mines and Minerals Administration Regulation, Crown Minerals, Registration Regulations and Builders' Lien Act, and Builders' Lien Forms Regulations*

Department of Energy (DoE)
Directory of Personal Information Banks

Freehold Mineral Tax

PIB #: 4
Location: Resource Revenue Operations (Gas Royalty), client registry, land titles and Coal and Mineral Development
Information Maintained: Mineral Title Number, Mineral title Owner Name, phone number, email and Address, Title Land Description, designated lessee company name and address, designated payor company name, phone number, email and address, designated PE Administrator company name, phone number, email and address and the Mineral Tax Statement.
Individuals: Freehold owners of mineral rights.
Use: To calculate, assess and collect freehold mineral tax
Legal Authority: *Freehold Mineral Tax Rights Act and Regulation and Mineral Tax Redemption Act (MTRA)*

NEB proceedings

PIB #: 5
Location: Energy, Resource Development Policy Division, Regulatory Affairs
Information Maintained: Names, business title, email, phone number, postal address and the corporation or association the person is representing for interveners participating in National Energy Board Proceedings.
Individuals: Counsel, Industry Representations and General Public
Use: To provide submissions to interveners participating in National Energy Board Proceedings.
Legal Authority: *National Energy Board Act*

**Stakeholder/
Contact Lists**

PIB #: 6
Location: Edmonton program areas needing program or committee feedback
Information Maintained: Name, address, telephone numbers, e-mail addresses and opinions about engagement topics.
Individuals: Individuals receiving correspondence, information or publications relating to programs or services delivered by the public body and those participating in various committees related to the public body.
Use: Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs.
Legal Authority: *Freedom of Information and Protection of Privacy Act, s.33(c)*

Department of Energy (DoE)
Directory of Personal Information Banks

Employee Directories/Government of Alberta Telephone Directory

PIB #: 7
Location: Various offices of the public body
Information Maintained: Name, work and home telephone numbers, organization name and address, e-mail address, organizational charts, and position title.

Individuals: Employees of the public body.
Use: Directing calls, visitors and mail to appropriate staff.
Legal Authority: *Public Service Act*

Expense Claims (ExClaim)

PIB #: 8
Location: Finance (copies held in corresponding offices of the public body)

Information Maintained: Name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers travelled, purpose of travel, and other expense details.

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 (CMS)

PIB #: 9
Location: Various offices of the public body.

Information Maintained: Name, address, telephone numbers, e-mail address and fee amount.

Individuals: Individuals who are under contract or agreement to provide products or services to the public body.

Use: To manage payment arrangements for delivery of products or services.
Legal Authority: *Financial Administration Act*

Department of Energy (DoE)
Directory of Personal Information Banks

Corporate Accounting and Reporting System (CARS)

PIB #: 10
Location: Finance
Information Maintained: Client name, address, telephone numbers, transactional information, amount paid or outstanding.

Individuals: Individuals who pay or owe money to the Government of Alberta as a result of their business interactions with the Department of Energy; Environment and Parks; or Agriculture and Forestry.

Use: To collect outstanding revenue.

Legal Authority: *Financial Administration Act*

Freedom of Information and Protection of Privacy Act Requests

PIB #: 11
Location: Freedom of Information and Protection of Privacy

Information Maintained: Applicant name (including former names), address, telephone numbers, e-mail address, employer, description of information requested and/or reasons and evidence to correct information, fees paid, banking information and copies of requested records.

Individuals: Individuals submitting requests under the Act, including individuals acting on behalf of another person, individuals whose information appears in records and information of third parties affected by the record.

Use: Respond and process requests under the FOIP Act.

Legal Authority: *Freedom of Information and Protection of Privacy Act, s.33(c)*

Action Request Tracking System (ARTs)

PIB #: 12
Location: Deputy Minister's Office, however, may involve various offices of the Department of Energy

Information Maintained: 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 or the department

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)*

Department of Energy (DoE)
Directory of Personal Information Banks

Employee Files

PIB #: 13
Location: Service Alberta Pay and Benefits and potentially each unit (for its own employees)
Information Maintained: 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 and other personal data related to employment.
Individuals: Department of Energy employees
Use: Record the employee's work history and payroll/benefit transactions.
Legal Authority: *Public Service Act*

Job Competitions

PIB #: 14
Location: Human Resources, Imagis, Livelink
Information Maintained: Name, home and office addresses, email addresses, telephone numbers, work experience, employment history, references, maiden or previous name, birthday and month, samples of work, screening and evaluation results, assessment results and employment offer information.
Individuals: Applicants for Alberta public body jobs.
Use: Document the hiring process and provide statistical data.
Legal Authority: *Public Service Act*

Emergency Contact

PIB #: 15
Location: Imagis and each unit (for its own employees)
Information Maintained: Name, address, home telephone, mobile number, nature of relationship to employee
Individuals: Department of Energy employees and their designated emergency contacts
Use: To contact key individuals in the event of an emergency
Legal Authority: *Public Service Act*

Department of Energy (DoE)
Directory of Personal Information Banks

Emergency Preparedness

PIB #: 16
Location: Business Continuity Unit and Business Resumption Contacts
Information Maintained: Name, home and cellular telephone numbers, email addresses, areas of responsibility, organizational charts, workspace location
Individuals: Department of Energy employees
Use: To contact key individuals in the event of a business disruption that requires plan activation and implementation.
Legal Authority: *Government Emergency Management Act*

Facilities Management

PIB #: 17
Location: Facilities Management (Edmonton Accommodations) and Calgary Site Services
Information Maintained: Name, telephone, employee number, make/model of vehicles, position classification, date of hire/termination
Individuals: Department of Energy employees and other individuals provided with building access.
Use: To manage building access, parking, space planning, asset management and associated costs.
Legal Authority: *Public Service Act*