

# Directory of Personal Information Banks

## Alberta Agriculture and Forestry

*Note: The following is a list of personal information banks that are common to all public bodies. Information about personal information banks that are specific to this public body will be provided at a later date.*

### Stakeholder/Contact Lists

<b>PIB #:</b>	1
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, address, telephone numbers, and e-mail addresses.
<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>	The statute allowing the particular public body to deliver its programs and services.

### 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 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 appropriate staff.
<b>Legal Authority:</b>	<i>Public Service Act</i>

### Expense Claims

<b>PIB #:</b>	3
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	May include name, organizational unit, mailing address, telephone numbers, 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>	<i>Public Service Act</i>

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### Contract Management System

<b>PIB #:</b>	4
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, address, telephone numbers, e-mail address, banking information and fee amount.
<b>Individuals:</b>	Individuals who are under contract or agreement to provide products or services to the public body.
<b>Use:</b>	To manage the contract or agreement arrangements of payments upon delivery of products or services.
<b>Legal Authority:</b>	<i>Financial Administration Act</i>

### Financial Management

<b>PIB #:</b>	5
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	Name, address, telephone numbers, 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>	<i>Financial Administration Act</i>

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

<b>PIB #:</b>	6
<b>Location:</b>	Freedom of Information and Protection of Privacy Coordinator's office.
<b>Information Maintained:</b>	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.
<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>	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

### Correspondence/Action Request Tracking

<b>PIB #:</b>	7
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, address, telephone numbers, and e-mail addresses 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>	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

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### Employee Files

<b>PIB #:</b>	8
<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, 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.
<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>	<i>Public Service Act</i>

### Job Competitions

<b>PIB #:</b>	9
<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>	<i>Public Service Act</i>

### Business Representatives

<b>PIB #:</b>	10
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Business contact information – Name, address, telephone number and/or cell phone number, fax number, email address, title, company/organization name.
<b>Individuals:</b>	Individuals that represent organizations registered in a program administered by the business unit
<b>Use:</b>	To contact the business representative with respect to any issue concerning the organization
<b>Legal Authority:</b>	The statute allowing the business unit to administer its program.