

Directory of Personal Information Banks Public Service Commission

Stakeholder/Contact Lists

PIB#:	1
Location:	Various offices of Public Service Commission
Information Maintained:	Name, address, telephone numbers, and e-mail addresses.
Individuals:	Individuals receiving correspondence, information or publications relating to programs or services delivered by Public Service Commission.
Use:	Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs
Legal Authority:	<i>Public Service Act</i>

Employee Directories/Government of Alberta Telephone Directory

PIB#:	2
Location:	Various offices of Public Service Commission
Information Maintained:	Name, office telephone numbers, office name and address, e-mail address and position title.
Individuals:	Employees of Public Service Commission.
Use:	Directing calls, visitors and mail to appropriate staff.
Legal Authority:	<i>Public Service Act</i>

Expense Claims

PIB#:	3
Location:	Finance and Administration
Information Maintained:	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers travelled, purpose of travel, and other expenses claimed.
Individuals:	Alberta Public Service Commission employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
Use:	To process expense claims.
Legal Authority:	<i>Public Service Act</i>

Contract Management System

PIB#:	4
Location:	Various offices of Public Service Commission
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 Public Service Commission
Use:	To manage the contract or agreement arrangements of payments upon delivery of products or services.
Legal Authority:	<i>Financial Administration Act</i>

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Financial Management

PIB#:	5
Location:	Finance and Administration
Information Maintained:	Name, address, telephone numbers, e-mail address, financial information, amount paid or outstanding.
Individuals:	Individuals who pay or owe money to Public Service Commission.
Use:	To collect outstanding revenue or repay overpayments.
Legal Authority:	<i>Financial Administration Act</i>

Freedom of Information and Protection of Privacy Act Requests

PIB#:	6
Location:	Information and Privacy Office (IPO)
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:	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

Correspondence/Action Request Tracking

PIB#:	7
Location:	Various offices of Public Service Commission
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 Service Commission senior executive.
Use:	To manage receipt of and responses to correspondence, inquiries and briefings.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

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Employee Files

PIB#:	8
Location:	Human Resource Branch
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, parking/building passes, and other personal data related to employment.
Individuals:	Alberta Public Service 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 have a need to access specific information.
Legal Authority:	<i>Public Service Act</i>

Job Competitions

PIB#:	9
Location:	Executive Search Branch and Human Resource Branch
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. Information is kept for 60 days after the competition closing date. Some resumes with no closing date may be kept for up to 90 days.
Individuals:	Applicants for Executive level Alberta Public Service jobs.
Use:	Document the hiring process and provide statistical data and process applicant job applications.
Legal Authority:	<i>Public Service Act</i>

Employee Funded Leave

PIB#:	10
Location:	Benefits Branch
Information Maintained:	Employee name, Birthdate, employee number, social insurance number, gender, home address, class number
Individuals:	Any Government of Alberta employee who participates in the employee funded leave program.
Use:	To manage the employee funded leave program.
Legal Authority:	<i>Public Service Act</i>

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Summer Student Resume Database

PIB#:	11
Location:	Staffing Branch
Information Maintained:	Name, address, phone, email, academic information and resume (information is kept for the current year only)
Individuals:	Individual students who register for summer employment.
Use:	To maintain a list of potential candidates for summer student employment within the Government of Alberta.
Legal Authority:	<i>Public Service Act</i>

Occupational Health Tracking

PIB#:	12
Location:	Physical Sector Branch
Information Maintained:	Employee names, employee numbers, birthdates, gender, department and business unit names, financial account numbers, audiometric and medical tests results.
Individuals:	Government employees who are in legislated health programs due to noise and chemical exposures in their work.
Use:	Used to: monitor and report hearing loss and health changes, manage noise and chemical exposures of GOA employees, provide required information for workers' compensation claims.
Legal Authority:	<i>Occupational Health and Safety Code, Public Service Act</i>

Partnerships Program - Safety Audit

PIB#:	13
Location:	Physical Sector Branch
Information Maintained:	Auditor names, employee numbers, department and business unit names, phone numbers, email addresses, business addresses, training, audits completed, certificate numbers.
Individuals:	Employees, business units and departments participating in the Partnerships in Injury Reduction Program.
Use:	For administration of the partnerships program to plan, monitor and track auditor training and qualifications and organization audit results consistent with program requirements.
Legal Authority:	<i>Public Service Act</i>

Senior Official Salary

PIB#:	14
Location:	Public Service Commissioner (PSC) office
Information Maintained:	Name, birthdate and salary information.
Individuals:	Senior official with the Government of Alberta.
Use:	To manage senior official salaries.
Legal Authority:	<i>Public Service Act</i>

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IMAGIS Training Module

PIB#:	15
Location:	Employee Development Branch
Information Maintained:	Employee ID numbers, Employee names, email addresses, training records, approver's name, budget codes.
Individuals:	Employees and non-employees who have registered for a course through the GOA Learning Centre.
Use:	Track training registrations, training completion, provide training certificates, printing class lists and billing sheets (which are kept electronically and as paper archives)
Legal Authority:	<i>Public Service Act</i>

Enrol System

PIB#:	16
Location:	Employee Development Branch
Information Maintained:	Training participant names, e-mail addresses, training records, event details (including contact name and email address)
Individuals:	Employees and non-employee who register for training from one of our client groups (ministries).
Use:	Track training registrations, track events
Legal Authority:	<i>Public Service Act</i>

MindLeaders

PIB#:	17
Location:	Employee Development Branch
Information Maintained:	Training participant names, e-mail addresses, training records, event details (including contact name and email address)
Individuals:	Track training registrations, training completion, printing billing sheets (which are kept electronically and as paper archives)
Use:	Track training registrations, track events
Legal Authority:	<i>Public Service Act</i>

Skillsoft

PIB#:	18
Location:	Employee Development Branch
Information Maintained:	Training participant names, e-mail addresses and training records.
Individuals:	Employees who have a Skillsoft e-learning license.
Use:	Track training registrations, training completion, printing billing sheets (which are kept electronically and as paper archives)
Legal Authority:	<i>Public Service Act</i>

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U of A Program/Course Registrations

PIB#:	19
Location:	Management Development Branch
Information Maintained:	Name, Phone Number, Classification Level, Ministry, Supervisor Name, Email and Work Location
Individuals:	Government of Alberta Employees
Use:	Register directly with the U of A for CED, SEMDP and MDP programs/courses.
Legal Authority:	<i>Public Service Act</i>

Assessment Services

PIB#:	20
Location:	Management Development Branch
Information Maintained:	Name, Phone Number, Classification Level, Ministry, Work Address, Supervisor Name, Email and Phone Number with Public Service Commission
Individuals:	Government of Alberta Employees
Use:	Registrations online for Employee, Supervisor, Manager, Senior Manager and Executive Manager Assessment Services for PSC and Outside Vendors.
Legal Authority:	<i>Public Service Act</i>

Point Rating Evaluation Plan Classification Appeals

PIB#:	21
Location:	Job Evaluation Branch
Information Maintained:	Employee Name, Current Position Classification, Requested Position Classification, Position Number, Working Title, Ministry, Phone Number, E-Mail Address, Classification Decision rendered by Department, Decision Rendered by Appeal Board
Individuals:	Employees who submit an appeal to a classification decision rendered by their ministry that has also undergone departmental appeal
Use:	Used to schedule a hearing date and confirm the appeal submitted is valid and meets the appeal criteria. Information is also used to maintain statistics.
Legal Authority:	<i>Public Service Act – Classification of Positions Regulations (Section 12)</i>

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Management Job Evaluation Plan Classification Appeals

PIB#:	22
Location:	Job Evaluation Branch
Information Maintained:	Employee Name, Current Position Classification, Requested Position Classification, Position Number, Working Title, Ministry, Phone Number, E-Mail Address, Classification Decision rendered by Department, Decision Rendered by Appeal Board
Individuals:	Employees who submit an appeal to a classification decision rendered by their ministry that has also undergone departmental appeal
Use:	Used to schedule a hearing date and confirm the appeal submitted is valid and meets the appeal criteria. Information is also used to maintain statistics.
Legal Authority:	<i>Public Service Act – Classification of Positions Regulations (Section 12)</i>

Paid Up Life Insurance Records

PIB#:	23
Location:	Public Service Commission, Benefits Unit
Information Maintained:	May include name, birth date, gender, employee number, position number, classification number, salary, employee type (e.g. permanent, temporary), department, location, commencement date, appointment effective date, eligibility for retired life benefits.
Individuals:	Alberta Public Service employees (permanent, temporary, contract of employment employees).
Use:	The Paid Up Life Insurance program ceased on March 31, 2012. Records are digitized and stored on a SharePoint site for historical reference and used to determine the amount of paid up life insurance an employee is eligible for based on their years of continuous service to March 31, 2012, and the policy in place at the time of termination or retirement from the GoA. Information will be retained until all claims have been made for eligible employees, which is estimated to be up to 70 years. NOTE: Limited access to the SharePoint site by only those staff who have a need to access and control the specific information.
Legal Authority:	<i>Public Service Act</i>

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Executive Development and Succession Database

PIB#:	24
Location:	Talent Management Branch
Information Maintained:	May include name, photograph, email address, resume, employment history, education and training, current and previous job classification and titles, position numbers, current and previous supervisor's name and email address, Ministry, professional designations, self-assessments, assessments by supervisors and review panels, and willingness to advance to more complex roles.
Individuals:	Alberta Public Service Employees
Use:	Designated staff in the Public Service Commission and Government of Alberta departments will access the database for reporting, and development and succession planning. Select data collected and reports generated from the database are provided to relevant review committees who use the information to assess participating employees. These assessments capture the professional development goals and actions, and are used by participating employees and supervisors to create future professional development plans.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i>