

Directory of Personal Information Banks

Seniors and Housing

Strategic Services Division

Emergency Contact List

PIB #: 1

Location: Business Continuity Management shared drive and SharePoint

Information Maintained: Name, organization, role, office telephone and cell numbers

Individuals: Staff who are part of the departments Emergency Management Team and key outside contacts

Use: To maintain an up to date list of those involved in Emergency Management

Legal Authority: Government Emergency Management Regulation 2012, section 3 (3)

Expense Claims

PIB #: 2

Location: ExClaim system

Information Maintained: May include name, organizational unit, office or home mailing address, telephone numbers, personal email, employee number, classification/occupation, kilometers travelled, purpose of travel, and other expenses claimed.

Individuals: Alberta public body employees and non-public body employees (i.e. contracted staff, job applicants) submitting a personal expense claim

Use: To process expense claims

Legal Authority: Public Service Act, Financial Administration Act

Housing Division

None

Seniors Services Division

Alberta Seniors Benefit (ASB)

PIB #: 1

Location: Alberta Seniors Benefit Program, maintained within Alberta Seniors Benefit system

Information Maintained: Name, Address, Birthdate, Phone Number, Personal Health Number, Social Insurance Number, Marital Status, Type of Residence, Trustee/Power of Attorney name and Bank information (for direct deposit), Income, Eligibility for Old Age Security, Canadian Citizenship, Alberta Residency

Individuals: Applicants to the Alberta Seniors Benefit program

Use: Applicants provide Information to the program, collected for the provision of a benefit

Legal Authority: Alberta Seniors Benefit Act and Regulation, Freedom of Information and Protection of Privacy Act

Special Needs Assistance (SNA)

PIB #: 2

Location: Special Need Assistance Program, maintained within Alberta Seniors Benefit system

Information Maintained: Name, Address, Birthdate, Phone Number, Personal Health Number, Marital Status, Type of Residence, Trustee/Power of Attorney name and Bank information (for direct deposit), Income, Canadian Citizenship, Alberta Residency

Individuals: Applicants to the Special Needs Assistance program

Use: Applicants provide Information to the program, collected for the provision of a benefit

Legal Authority: Alberta Seniors Benefit Act and Regulation, Freedom of Information and Protection of Privacy Act

Seniors Home Adaptation and Repair (SHARP)

PIB #: 3

Location: Seniors Home Adaptation and Repair Program, maintained within Alberta Seniors Benefit system

Information Maintained: Name, Address, Birthdate, Phone Number, Personal Health Number, Social Insurance Number, Marital Status, Canadian Citizenship, Alberta Residency, Trustee/Power of Attorney name and address, Bank information (for direct deposit), Income

Individuals: Applicants to the Seniors Home Adaptation and Repair program

Use: Applicants provide Information to the program, collected for the provision of a benefit

Legal Authority: Seniors Home Adaptation and Repair Act and Regulation, Freedom of Information and Protection of Privacy Act

Seniors Property Tax Deferral (SPTD)

PIB #: 4

Location: Seniors Property Tax Deferral Program, see below for locations

Information Maintained: Name, Address, Birthdate, Phone Number, Personal Health Number, Marital Status, Canadian Citizenship, Alberta Residency, Trustee/Power of Attorney name - maintained within Alberta Seniors Benefit system

Property Tax information (tax roll number, LINC, Title Number, legal land description, assessed value, current taxes owing, encumbrances), Home insurance Registered owner names and phone numbers) – maintained within SPTD system

Individuals: Applicants to the Seniors Property Tax Deferral program

Use: Applicants provide Information to the program, collected for the provision of a benefit

Legal Authority: Seniors Property Tax Deferral and Repair Act and Regulation, Freedom of Information and Protection of Privacy Act

Designated Supportive Living and Long Term Care Information Portal (DLIP)

PIB #: 5

Location: Designated Supportive Living and Long Term Care Information, maintained within the DLIP system

Information Maintained: Name, Address, Birthdate, Personal Health Number

Individuals: Applicants to the Alberta Seniors Benefit program

Use: Long Term Care or Designated Supportive Living facilities provide information to the program, collected for the provision of a benefit

Legal Authority: Alberta Seniors Benefit Act and Regulation, Freedom of Information and Protection of Privacy Act

Office of the Seniors Advocate

Microsoft Dynamics Customer Relationship Management (CRM) System

PIB #1:

Location: Office of the Seniors Advocate

Information Maintained: May include name, telephone number, email address, mailing address, date of birth, age, place of residence, income, benefits, tax information, health information, power of attorney, names and contact information for family members/caregivers/acquaintances, legal documents such as leases, rental agreements or contracts.

Individuals: Residents of Alberta (sometimes individuals from outside the province or country) or a seniors group/organization.

Use: To provide referrals, information or assistance to resolve an issue or to receive feedback on an issue or concern. General demographic data, number of contacts regarding a concern and type of issues are reported.

Legal Authority: Freedom of Information and Protection of Privacy Act, section 33(c)

All Divisions

Correspondence/Action Request Tracking

PIB #: 1

Location: Various areas of the Ministry

Information Maintained: May include name, address, telephone numbers, email 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, Section 33(c)

Employee Directories

PIB #: 2

Location: Various areas of the Ministry

Information Maintained: Name, office telephone and cell numbers, office name and address

Individuals: Alberta Public Service Employees

Use: For quick reference, directing calls, visitors and mail to appropriate staff as applicable

Legal Authority: Public Service Act

Human Resources

Employee Emergency Contact List

PIB #: 1

Location: Human Resources

Information Maintained: Name of significant other, office and personal telephone and cell numbers of significant other

Individuals: Alberta Public Service Employees

Use: To use in case of an emergency

Legal Authority: Public Service Act.

Employee Files

PIB #: 2

Location: Human Resources

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/applications 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 Service Employees

Use: Records the employee's work history and payroll/benefit transactions. NOTE: Employee files are in partitioned formats that limit the access to only those staff who have a need to access specific information.

Legal Authority: Public Service Act.

Job Competitions

PIB #: 3

Location: Human Resources

Information Maintained: May include name, home and office addresses, home and office telephone numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate.

Individuals: Applicants for Alberta Government public body jobs

Use: Document the hiring process and provide statistical data

Legal Authority: Public Service Act