

## Directory of Personal Information Banks

### Service Alberta

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#### 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 or generating 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. May also be used for reference information used in the course of program and service delivery.
<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>	Public Service Act

#### Expense Claims

<b>PIB #:</b>	3
<b>Location:</b>	Accounting Branches and Strategic Planning and 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 body employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
<b>Use:</b>	To process expense claims.
<b>Legal Authority:</b>	Public Service Act, Financial Administration Act.

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#### **Contract Management System**

<b>PIB #:</b>	4
<b>Location:</b>	Various offices of Service Alberta, and Strategic Planning and Financial Services
<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>	Financial Administration Act

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

<b>PIB #:</b>	5
<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 number, description of information requested and/or reasons and evidence to correct information, fee 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>	Freedom of Information and Protection of Privacy Act, Section 33(c)

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#### Correspondence/Action Request Tracking

<b>PIB #:</b>	6
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, address, telephone numbers, 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>	Freedom of Information and Protection of Privacy Act, Section 33(c)

#### Employee Files

<b>PIB #:</b>	7
<b>Location:</b>	Human Resources, Pay and Benefits, and/ 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, e-mail 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.
<b>Individuals:</b>	Alberta public body employees
<b>Use:</b>	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.
<b>Legal Authority:</b>	Public Service Act

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#### Job Competitions

<b>PIB #:</b>	8
<b>Location:</b>	Human Resources or Personnel Branches
<b>Information Maintained:</b>	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.
<b>Individuals:</b>	Applicants for Alberta Government public body jobs.
<b>Use:</b>	Document the hiring process and provide statistical data.
<b>Legal Authority:</b>	Public Service Act

#### FOIPNet

<b>PIB #:</b>	9
<b>Location:</b>	Policy and Governance
<b>Information Maintained:</b>	Name, organization, and e-mail address of individuals
<b>Individuals:</b>	Public body employees who are authorized users of the FOIPNet application
<b>Use:</b>	To manage access to the FOIPNet application
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### Directory of Public Bodies

<b>PIB #:</b>	10
<b>Location:</b>	Policy and Governance
<b>Information Maintained:</b>	Name, organization, address, telephone numbers, e-mail address, and sector.
<b>Individuals:</b>	Alberta public body FOIP Coordinators.
<b>Use:</b>	To assist members of the public with contacting public body FOIP Offices.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 87

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#### Access and Privacy Training Registrations

<b>PIB #:</b>	11
<b>Location:</b>	Policy and Governance
<b>Information Maintained:</b>	Name, organization, address, telephone numbers, e-mail address, sector.
<b>Individuals:</b>	Individuals and public body employees who register for courses, workshops and other sessions.
<b>Use:</b>	To register individuals in access and privacy training courses, workshops and sessions, and maintain lists of training certificates issued.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### FOIP Helpdesk / PIPA Infoline inquiries

<b>PIB #:</b>	12
<b>Location:</b>	Policy and Governance
<b>Information Maintained:</b>	May include name, organization, address, telephone numbers, e-mail address, identifying numbers, educational/employment history, individual's views or opinions.
<b>Individuals:</b>	Individuals requesting information about FOIP and PIPA.
<b>Use:</b>	To respond to the inquiry.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### Access and Privacy Inquiries

<b>PIB #:</b>	13
<b>Location:</b>	Policy and Governance
<b>Information Maintained:</b>	May include name, organization, address, telephone numbers, e-mail address, identifying numbers, educational/employment history, individual's views or opinions.
<b>Individuals:</b>	Individuals requesting information relating to access and privacy.
<b>Use:</b>	To respond to the inquiry.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

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#### SHARP Repository

<b>PIB #:</b>	14
<b>Location:</b>	Architecture Office of Enterprise Services
<b>Information Maintained:</b>	Name, owner department, title, office telephone numbers, contact e-mail address, training courses taken and office address.
<b>Individuals:</b>	Alberta public body employees and non-public employees (ie. contract staff, vendor representatives).
<b>Use:</b>	Tracking individuals with Government of Alberta Enterprise Architecture knowledge. Provide information or publications to interested individuals or to individuals participating in government programs, initiatives, standards and opportunities.
<b>Legal Authority:</b>	Public Service Act

#### Integrated Management Alberta Government Information System (IMAGIS)

<b>PIB #:</b>	15
<b>Location:</b>	Corporate Business and Financial Services
<b>Information Maintained:</b>	Individual information (employee and non-employee) including: Cross Application Human Resources Management System and Financials; name, address, city, province/state, country, home and mobile telephone numbers, social insurance number, personal bank account information. Human Resources Management System only; emergency contact information, dependent information, date of birth, health care number and gender.
<b>Individuals:</b>	Employees, Members of Legislative Assembly, Board Members, Contracts (corporation to corporations, employer - employee, sole proprietor), Individuals (Albertans).
<b>Use:</b>	Recruitment, employment, payroll, contract, purchasing, procurement card, vendor invoice payment, service/benefit payment & administration, expense reimbursements, tax slip reporting; customer invoicing, payment, and collection/correspondence.
<b>Legal Authority:</b>	Financial Administration Act; Government Accountability Act; Public Service Act; Workers Compensations Legislation; Employment Standards and Collective Bargaining Agreements; Human Resource Policies and Regulations; Agreement on Internal Trade; Federal/Provincial Tax Acts; Trade, Investment and Labour Mobility Agreement

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#### **IMAGIS Human Resources Management Information Services**

<b>PIB #:</b>	16
<b>Location:</b>	Financial Services
<b>Information Maintained:</b>	Employee information: Name, date of birth, gender, social insurance number, home address, e-mail address, financial information (eg. banking), job classification and history; pay and benefits information, and history. May also contain telephone numbers, WCB claims information, labour relations, training history, certification and membership information.
<b>Individuals:</b>	Employees of the Government of Alberta
<b>Use:</b>	Social insurance numbers are collected for Canada Revenue Agency. Other personal information is collected to determine eligibility for benefit programs. Information is segregated and allocated to staff who require the information to perform their duties
<b>Legal Authority:</b>	Public Service Act Financial Administration Act Canada Revenue Agency

#### **Agency, Collection Tracking and Reporting System (ACTRS)**

<b>PIB #:</b>	17
<b>Location:</b>	Crown Debt Collections (7331)
<b>Information Maintained:</b>	Name, address, telephone number, account details including amount of debt and balance outstanding, debtor conversations.
<b>Individuals:</b>	Advanced Education and Technology - Alberta defaulted student loans and grant overpayments.
<b>Use:</b>	To collect on a debt owed to the crown.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

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#### **Integrated Management Alberta Government Information System (IMAGIS)**

<b>PIB #:</b>	18
<b>Location:</b>	Crown Debt Collections (7331)
<b>Information Maintained:</b>	Name, address, telephone number, vehicle ID # (obtained from MOVES to locate debtors), account details including debt and balance outstanding, debtor conversations (can include payment/banking information, credit card information, date of birth, social insurance number). These are maintained on in-house Access databases and the information is generally shared with private collection agencies. Private collection agencies may also provide personal information to Crown Debt Collections which includes credit card, banking and health information.
<b>Individuals:</b>	General public and can include companies who owe money to the Crown.
<b>Use:</b>	To collect on a debt (revenue) owed to the Crown, or repay overpayments.
<b>Legal Authority:</b>	Financial Administration Act.

#### **Human Resources and Employment Spreadsheet Merge (HRESSMERGE)**

<b>PIB #:</b>	19
<b>Location:</b>	Crown Debt Collections (7331)
<b>Information Maintained:</b>	Name, address, telephone number of debtor/spouse, account details including amount of debt and balance outstanding.
<b>Individuals:</b>	Employment Immigration and Industry - Adult Health Benefits Portfolio
<b>Use:</b>	Merge information for the purpose of generating letters for Employment and Immigrations' program of Adult Health Benefits
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)



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#### Recoveries System

<b>PIB #:</b>	20
<b>Location:</b>	Crown Debt Collection (7331)
<b>Information Maintained:</b>	Name, address, telephone number of debtor/spouse, account details including amount of debt and balance outstanding, social insurance numbers, conversations with debtors.
<b>Individuals:</b>	General public, income support programs (i.e. Assured Income for the Severely Handicapped, Adult Health Benefits), Non-income Support programs (i.e. Learner)
<b>Use:</b>	To collect on a debt owed to the Crown.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### Corporate Registry Customer Account Information

<b>PIB #:</b>	21
<b>Location:</b>	Strategic Planning and Financial Services
<b>Information Maintained:</b>	Account receivables - demographic information including name, address, telephone number, banking information and credit history.
<b>Individuals:</b>	Private registry agents, law firms and financial institutions.
<b>Use:</b>	Recording, reporting and receiving on funds due to the Government.
<b>Legal Authority:</b>	Registry Agent Network Agreement Registry On-line Agreement Freedom of Information and Protection of Privacy, section 33(c)

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#### Vital Statistics Accounts Receivable File

<b>PIB #:</b>	22
<b>Location:</b>	Strategic Planning and Financial Services
<b>Information Maintained:</b>	Account receivables, demographic information including name, address, telephone number, banking information and credit history.
<b>Individuals:</b>	Private registry agents.
<b>Use:</b>	Recording, reporting and receiving on funds due to the government.
<b>Legal Authority:</b>	Registry Agent Network Agreement Registry On-line Agreement Freedom of Information and Protection of Privacy Act, section 33(c)

#### Land Titles Charge Account Files

<b>PIB #:</b>	23
<b>Location:</b>	Strategic Planning and Financial Services
<b>Information Maintained:</b>	Accounts receivable, demographic information including name, address, telephone number, banking information and credit history.
<b>Individuals:</b>	Private registry agents, law firms, financial institutions and surveyors.
<b>Use:</b>	Recording, reporting and receiving on funds due to the Government.
<b>Legal Authority:</b>	Land Titles Act

#### Personal Property Registry (APPRES) Customer Account Info

<b>PIB #:</b>	24
<b>Location:</b>	Strategic Planning and Financial Services
<b>Information Maintained:</b>	Accounts receivable, demographic information including name, address, telephone number, banking information and credit history.
<b>Individuals:</b>	Private registry agents, law firms, and financial institutions.
<b>Use:</b>	Recording, reporting and receiving on the funds due to the government.
<b>Legal Authority:</b>	Registry Agent Network Agreement Registry On-line Agreement Freedom of Information and Protection of Privacy Act, section 33(c)

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#### Motor Vehicles Vendor Refund Files

<b>PIB #:</b>	25
<b>Location:</b>	Strategic Planning and Financial Services
<b>Information Maintained:</b>	Name, address, motor vehicle identification numbers, and licence plates.
<b>Individuals:</b>	General public and private registry agents.
<b>Use:</b>	To provide refunds to Albertans for cancelled motor vehicle transactions as required under the Operator Licensing and Vehicle Control Regulation, Traffic Safety Act.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### Imagis - Customer Database

<b>PIB #:</b>	26
<b>Location:</b>	Client Services - Financial Services
<b>Information Maintained:</b>	Name, address, telephone number, e-mail address, financial information (e.g banking) and amount outstanding.
<b>Individuals:</b>	Individuals who owe money to the Government of Alberta.
<b>Use:</b>	Set up debt and collect outstanding revenue.
<b>Legal Authority:</b>	Financial Administration Act

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#### **File and Complaint Tracking System (FACTS)**

<b>PIB #:</b>	27
<b>Location:</b>	Governance and Program Integrity, Special Investigations Unit (SIU)
<b>Information Maintained:</b>	May contain personal information found on the Motor Vehicle System and information obtained from law enforcement or other agencies. Can consist of motor vehicle identification numbers, operator licence numbers, names, addresses, telephone numbers, dates of birth, information pertaining to a person's physical characteristics such as height, weight, eye and hair color, scars, tattoos or other marks or distinguishing features. May contain some personal information belonging to associates of a suspect or accused person. Other miscellaneous information considered germane to a particular case or suspect may also be included in the report.
<b>Individuals:</b>	May contain information relating to SIU Investigators, as well as investigators from police or other law enforcement agencies, complainants, witnesses, suspects, accused persons and other parties involved in or related to a particular case.
<b>Use:</b>	The information is compiled by SIU during the course of an investigation. The investigation may be criminal, regulatory or an internal registry-related matter.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### **Access Database - Marriage Commissioners**

<b>PIB #:</b>	28
<b>Location:</b>	Vital Statistics, Registries (Edmonton, AB) and Legislative and FOIP Services.
<b>Information Maintained:</b>	Name, address, city and postal code.
<b>Individuals:</b>	Individuals who wish to be appointed as Marriage Commissioners.
<b>Use:</b>	Information used to track the signed Ministerial Orders appointing individuals as Marriage Commissioners to perform marriage ceremonies on a specific date in a specific district.
<b>Legal Authority:</b>	Marriage Act, section 8

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### Access Database - Marriage Licence Issuers

<b>PIB #:</b>	29
<b>Location:</b>	Vital Statistics, Registries (Edmonton, AB) and Legislative and FOIP Services.
<b>Information Maintained:</b>	Name and address.
<b>Individuals:</b>	Individuals who wish to be appointed as a Marriage Licence Issuer.
<b>Use:</b>	Information used to track the signed Ministerial Orders appointing individuals as Marriage Licence Issuers.
<b>Legal Authority:</b>	Marriage Act, section 12

### Contact Directory

<b>PIB #:</b>	30
<b>Location:</b>	Records and Information Management
<b>Information Maintained:</b>	Name and telephone number. In some cases position title, Alberta Records Management Committee position, related Information Management committees, department/branch/division, e-mail, office address and fax numbers.
<b>Individuals:</b>	Alberta Public Service Employees
<b>Use:</b>	This directory provides contact information for the government's information and records management staff.
<b>Legal Authority:</b>	Government Organization Act, Records Management Regulation

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#### Vitals Statistics System (VISTAS)

<b>PIB #:</b>	31
<b>Location:</b>	Vital Statistics, Edmonton
<b>Information Maintained:</b>	Name, date of birth, place of birth, parent's particulars, date and place of marriage, date and place of death, record of legal change of name and records of adoption (sealed).
<b>Individuals:</b>	Individuals who qualify under the Vital Statistics Act and Regulations are able to obtain Birth Certificates, Death Certificates, and Marriage Certificates, or certified copies of registration documents.
<b>Use:</b>	Maintain a secure record and provide secure documentation of all births, deaths, marriages, adoptions and change of name events that occur in Alberta and compile statistics for Vital Statistics Annual Report that is submitted to the Legislature.
<b>Legal Authority:</b>	Vital Statistics Act

#### Alberta Land Titles Application (ALTA)

<b>PIB #:</b>	32
<b>Location:</b>	The application and associated data is housed in the IBM Computing Centre in Calgary, Alberta. The "Registry" is maintained from the Land Titles business sites located in Edmonton and Calgary.
<b>Information Maintained:</b>	Certificate of title owner names and service addresses as well as names of registered interest holders.
<b>Individuals:</b>	Certificate of title owners and registered interest holders.
<b>Use:</b>	Land Titles is responsible for maintaining the "Registry" of ownership and interests relating to privately held lands in Alberta and providing public access to the title data contained within.
<b>Legal Authority:</b>	Land Titles Act

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#### Alberta Land Titles Spatial Information System (SPIN 2)

<b>PIB #:</b>	33
<b>Location:</b>	Housed at the HP Computer Centre in Calgary, Alberta. The application is maintained from the Edmonton Land Titles' business site.
<b>Information Maintained:</b>	A data warehouse of certificate of title sources from the Alberta Land Titles Application system contain owner names and service addresses as well as names of registered interest holders.
<b>Individuals:</b>	Certificate of title owners and registered interest holders.
<b>Use:</b>	Land Titles is responsible for maintaining the "Registry" of ownership and interests relating to privately held lands in Alberta and providing access to the title data contained within.
<b>Legal Authority:</b>	Land Titles Act

#### Alberta Personal Property Registry Electronic System (APPRES)

<b>PIB #:</b>	34
<b>Location:</b>	The APPRES application is housed in the HP Computer Centre in Calgary, Alberta. The application is maintained from the Edmonton Personal Property business site.
<b>Information Maintained:</b>	Contains secured parties and debt holders' names and addresses. May contain birthdate of debt holders.
<b>Individuals:</b>	Secured parties and debt holders.
<b>Use:</b>	Electronic registration of interests and searches of personal property.
<b>Legal Authority:</b>	Personal Property Act

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#### **MOVES (Motor Vehicles)**

<b>PIB #:</b>	35
<b>Location:</b>	Motor Vehicles Business Support Services
<b>Information Maintained:</b>	Records relating to motor vehicle services and identification cards, including name, date of birth, address, telephone number (work and business), motor vehicle and traffic violations (driving record) and vehicle registration (make, model, year).
<b>Individuals:</b>	Albertans who have a motor vehicle registered with the province, and/or a driving record, or identification card.
<b>Use:</b>	To license drivers and vehicles in the province and provide identification to the Government of Alberta for those who do not have a driver's licence. Disclosure of information is in accordance with the Access to Motor Vehicles Information Regulation.
<b>Legal Authority:</b>	Traffic Safety Act, Identification Card Regulation, Operator Licensing and Vehicle Control Regulation.

#### **Microsoft Access**

<b>PIB #:</b>	36
<b>Location:</b>	Residential Tenancy Dispute Resolution Service
<b>Information Maintained:</b>	Names, telephone numbers, personal and business addresses, and credit card numbers.
<b>Individuals:</b>	Landlords, tenants, agents, lawyers and witnesses.
<b>Use:</b>	To facilitate claims and orders with accurate data and enforcement capability.
<b>Legal Authority:</b>	Residential Tenancy Dispute Resolution Service Regulation Freedom of Information and Protection of Privacy Act, section 33(c)



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### Consumers Utility Reporting and Tracking Information System (CURTIS)

<b>PIB #:</b>	37
<b>Location:</b>	Office of the Utilities Consumer Advocate (UCA)
<b>Information Maintained:</b>	First name, last name, home and work telephone numbers, e-mail address and postal code.
<b>Individuals:</b>	Energy consumers in Alberta including residential, small businesses and farms.
<b>Use:</b>	Information is collected to assist in the mediation between the consumer and the utility company.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13.1 Government Organization Act, Schedule 13, section 2(a) Government Organization Act, section 8 Freedom of Information and Protection of Privacy Act, section 33(c)

### Regulatory Collaboration System (ReCS)

<b>PIB #:</b>	38
<b>Location:</b>	Office of the Utilities Consumer Advocate (UCA)
<b>Information Maintained:</b>	First name and e-mail address of users.
<b>Individuals:</b>	Regulatory Consultants, UCA staff.
<b>Use:</b>	Used to create user identifications for the database.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13.1 Government Organization Act, Schedule 13, section 2 (a) Government Organization Act, section 8 Freedom of Information and Protection of Privacy Act, section 33(c)

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#### Consumer Contact List

<b>PIB #:</b>	39
<b>Location:</b>	Office of the Utilities Consumer Advocate (UCA)
<b>Information Maintained:</b>	First name, last name, address, postal code, home and work telephone numbers, website address and e-mail.
<b>Individuals:</b>	Stakeholders and consumers that the office of the UCA has helped.
<b>Use:</b>	Information collected is used to perform quarterly Consumer Satisfaction Surveys by Leger Marketing and to mail information or publications to interested individuals.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13.1 Government Organization Act, Schedule 13, section 2(a) Government Organization Act, section 8 Freedom of Information and Protection of Privacy Act, section 33(c)

#### Misrepresentation Spreadsheet

<b>PIB #:</b>	40
<b>Location:</b>	Office of the Utilities Consumer Advocate (UCA)
<b>Information Maintained:</b>	First and last names.
<b>Individuals:</b>	Energy consumers who have contacted the UCA with concerns regarding misrepresentations.
<b>Use:</b>	Help identify consumers that have been misrepresented by salespersons.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13.1 Government Organization Act, Schedule 13, section 2(a) Government Organization Act, section 8 Freedom of Information and Protection of Privacy Act, section 33(c)

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#### Consumer Information Centre - Master Call sheets

<b>PIB #:</b>	41
<b>Location:</b>	Office of the Utilities Consumer Advocate (UCA)
<b>Information Maintained:</b>	Names, postal codes, and telephone numbers.
<b>Individuals:</b>	Consumers in Alberta who call the 310-4UCA line.
<b>Use:</b>	Spreadsheets are used to calculate statistics related to the types of calls received.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13.1 Government Organization Act, Schedule 13, section 2(a) Government Organization Act, section 8 Freedom of Information and Protection of Privacy Act, section 33(c)

#### Consumer Affairs Tracking System (CATS)

<b>PIB #:</b>	42
<b>Location:</b>	Consumer Services
<b>Information Maintained:</b>	Name, address, telephone numbers, e-mail addresses, birthdates, criminal records, credit information, health information, driver's license information, social insurance number, financial information, land titles, motor vehicle, personal property and corporate registry information.
<b>Individuals:</b>	Licencees, consumers, businesses, and third parties.
<b>Use:</b>	Contact Centre - responding to consumer inquiries, responding to satisfaction surveys and trend analysis. Licensing - issuing licenses, satisfaction survey. Complaint investigation - satisfaction surveys, prosecutions disclosure requirements.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13, section 2

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#### Cemetery Registry (CREG)

<b>PIB #:</b>	43
<b>Location:</b>	Consumer Services
<b>Information Maintained:</b>	Land titles, personal names, cemetery operator names, addresses and telephone numbers.
<b>Individuals:</b>	Cemetery operators, unregistered burial site owners.
<b>Use:</b>	To identify burial locations.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13, section 2

#### Administration, License, and Investigation Files

<b>PIB #:</b>	44
<b>Location:</b>	Consumer Services and various off-site locations
<b>Information Maintained:</b>	Names, addresses, telephone numbers, e-mail addresses, social insurance numbers, financial information, health information, criminal records, driver's license, and motor vehicle information.
<b>Individuals:</b>	Consumers, businesses, and licensees.
<b>Use:</b>	Licensing and investigation purposes and satisfaction surveys.
<b>Legal Authority:</b>	Government Organization Act, Schedule 13, section 2

#### Purchasers of Government of Alberta surplus equipment and customer mailing list

<b>PIB #:</b>	45
<b>Location:</b>	Procurement Services, Surplus Sales Unit. Edmonton and Calgary offices.
<b>Information Maintained:</b>	Name, mailing address, telephone number, e-mail address and categories of equipment requested.
<b>Individuals:</b>	Customers who have purchased surplus assets directly through Surplus Sales or persons who have requested to be on the mailing list.
<b>Use:</b>	Provide transaction information for purchases and provide information on upcoming sales activities to individuals who have requested to receive this information.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

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#### **Abandoned and Seized Vehicle Program**

<b>PIB #:</b>	46
<b>Location:</b>	Procurement Services, Surplus Sales Unit, Edmonton and Calgary Offices.
<b>Information Maintained:</b>	Name and mailing address - Information found on the Motor Vehicle System (MOVES); Alberta Personal Property Electronic System (APPRES), and information obtained from law enforcement or other agencies. Can consist of motor vehicle identification numbers, vehicle year, make, model, operator's license numbers, names, addresses, telephone number, date of birth, information pertaining to a person's physical characteristics such as height, weight, eye and hair colour.
<b>Individuals:</b>	Owners and/or Creditors/ Debtors of vehicles that have been seized or removed by law enforcements agencies which are unclaimed by the owner and therefore deemed abandoned.
<b>Use:</b>	Provide Notice of Disposal to owners, creditors and debtors of vehicles that have been deemed to be abandoned and are eligible for disposal as required under the Vehicle Seizure and Removal Regulation, Traffic Safety Act.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### **Audio-Visual Media Booking System**

<b>PIB #:</b>	47
<b>Location:</b>	Labour Building Site Library, Edmonton
<b>Information Maintained:</b>	Client number, name, address, courier account number, telephone numbers and approximately three years of prior booking details.
<b>Individuals:</b>	Individuals in the public and private sector who are users of the audio-visual service of the Labour Building Site Library.
<b>Use:</b>	Information is maintained for the purpose of circulating and booking audio-visual materials and producing mailing labels.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

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#### NEOS Library Consortium SIRSI Library System Borrowers Database

<b>PIB #:</b>	48
<b>Location:</b>	University of Alberta, Edmonton
<b>Information Maintained:</b>	Library circulation number, name, address and telephone information is maintained for all people who register in the system.
<b>Individuals:</b>	This database is hosted at the University of Alberta and is maintained by all members of the NEOS Library Consortium. Registration information provided is maintained for government staff and members of the public who borrow materials from any library.
<b>Use:</b>	The purpose of the database is to allow library clients (internal and external) to borrow material from any of our libraries.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

#### Catalogue and Subscription System (CASS)

<b>PIB #:</b>	49
<b>Location:</b>	Alberta Queen's Printer
<b>Information Maintained:</b>	Subscription information is maintained for companies and private individuals. Information will include names, addresses, contact names, telephone numbers and e-mail addresses.
<b>Individuals:</b>	Private individuals, private companies, GoA departments, agencies and boards, colleges, universities, public libraries, school boards, regional health authorities, hospitals, federal and other provincial government bodies.
<b>Use:</b>	Collected to maintain subscription information on the client. Information is not shared with any other sources. Will solicit clients when notifying them about new products or services, or mail them issues of the Alberta Gazette (Vendor under contract).
<b>Legal Authority:</b>	Government Organization Act

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#### Microsoft Great Plains Dynamics (An Enterprise Resource Planning System)

<b>PIB #:</b>	50
<b>Location:</b>	Alberta Queen's Printer
<b>Information Maintained:</b>	Detailed sales history for products purchased by a customer. A/R account history. Full customer contact information (name, address, telephone numbers and e-mail). Credit card numbers may be attached to sales invoice or A/R payments (credit card numbers are masked when historical copies are printed but can be viewed electronically if the information is required). Vendor information for purchasing inventory items.
<b>Individuals:</b>	Private individuals, companies, GoA departments, agencies & boards, public libraries, school boards & divisions, reg. health auth., hospitals, federal and provincial governments, colleges, universities, municipalities, print vendors, suppliers, contractors
<b>Use:</b>	Process and distribute copies of products/services to clients upon request or by subscription. Used to create purchase orders to send to Print Vendors, Suppliers and Contractors for products or services sold by the Alberta Queen's Printer.
<b>Legal Authority:</b>	Government Organization Act

#### Contractors of Government of Alberta, Surplus Sales and Abandoned Seized Vehicle Prog

<b>PIB #:</b>	51
<b>Location:</b>	Procurement Services, Surplus Sales Unit, Edmonton and Calgary.
<b>Information Maintained:</b>	Name, mailing address, phone and fax numbers and e-mail address.
<b>Individuals:</b>	Names of owners and employees of contractors of the Government of Alberta Surplus Sales and Abandoned Seized Vehicle Program.
<b>Use:</b>	Provide auctioneering services, towing and storage of abandoned vehicles and recycle/scrap/garbage services.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)

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#### Contact Directory - Records Retention and Disposition

<b>PIB #:</b>	52
<b>Location:</b>	Records and Information Management
<b>Information Maintained:</b>	Name, telephone number, fax number, department and e-mail address.
<b>Individuals:</b>	Alberta Public Service Employees
<b>Use:</b>	To identify in the Records Scheduling System of records management staff who can access and modify the records retention and disposition schedule information.
<b>Legal Authority:</b>	Government Organization Act, Records Management Regulation.

#### Alberta Gazette Part I

<b>PIB #:</b>	53
<b>Location:</b>	Alberta Queen's Printer
<b>Information Maintained:</b>	Names and addresses contained within Orders in Council, official appointments, resignations and retirements, government notices and advertisements, required by statute to be published.
<b>Individuals:</b>	Private individuals, private companies, Government of Alberta departments, agencies and boards, colleges, universities, and school boards.
<b>Use:</b>	Alberta's Official Newsletter - published in print and on-line as required by the Queen's Printer Act and other various provincial statutes.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, section 33(c)



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#### Chief Information Officer (CIO) Council Emergency Contact Information PIB

<b>PIB #:</b>	54
<b>Location:</b>	Office of the Corporate CIO SharePoint Site (restricted access)
<b>Information Maintained:</b>	Name, position title, ministry, work address, work phone number, work fax number, home phone number, cell phone number, work email ID
<b>Individuals:</b>	Ministry CIOs and Acting CIOs who are members of the GoA CIO Council as well as designated Ex-Officio members of the GoA CIO Council.
<b>Use:</b>	Provide Service Alberta, Service Modernization senior executives with supplemental disaster recovery contact information of Ministry CIOs in preparedness for future disaster situations impacting the AB Government's IT data centres.
<b>Legal Authority:</b>	Government Organization Act, Section 15 Government Organization Act, Records Management Regulation, Section 4(2) Public Service Act, Section 8(1)(b) Government Emergency Management Regulation, Section 3(2)