

## Directory of Common Personal Information Banks

### Alberta Advanced Education and Technology

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#### Stakeholder/Contact Lists

<b>PIB #:</b>	1
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	May include name, address, telephone numbers, fax numbers and email 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 government programs.
<b>Legal Authority:</b>	Financial Administration Act, Freedom of Information and Protection of Privacy Act

#### Employee Directories/Government of Alberta Telephone Directory

<b>PIB #:</b>	2
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	May include name, office telephone and fax 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, Freedom of Information and Protection of Privacy Act

#### 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 number, fax number, employee number, classification/occupation, kilometres travelled, purpose of travel, and other associated costs.
<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>	Public Service Act, Freedom of Information and Protection of Privacy Act

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#### Contract and Grant Management

<b>PIB #:</b>	4
<b>Location:</b>	Various offices of Alberta Advanced Education and Technology.
<b>Information Maintained:</b>	May include name, address, telephone numbers, e-mail address, contract or grant amount.
<b>Individuals:</b>	Individuals/Vendors who are under contract or agreement to provide products or services to Alberta Advanced Education and Technology or to receive funds via a granting process through Alberta Advanced Education and Technology.
<b>Use:</b>	To manage the contract or agreement arrangements of payments upon delivery of products or services or fulfillment of agreement.
<b>Legal Authority:</b>	Financial Administration Act, Advanced Education and Technology Grant Regulation, Freedom of Information and Protection of Privacy Act

#### Financial Management

<b>PIB #:</b>	5
<b>Location:</b>	Accounting Branches or Financial Services
<b>Information Maintained:</b>	May include 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>	Financial Administration Act, Freedom of Information and Protection of Privacy Act

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#### 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>	May include 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

#### 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, 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

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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, 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, Freedom of Information and Protection of Privacy Act

#### 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, home and office telephone numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment if successful
<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, Freedom of Information and Protection of Privacy Act