

Directory of Personal Information Banks

Residential Tenancies Dispute Resolution Services (RTDRS)

RTDRS Hearing Files

PIB #:	1
Location:	RTDRS Offices and Archives
Information Maintained:	May include name, address, postal code, telephone numbers, e-mail addresses, rental property addresses and other personal information Included by the originator within the content of the application.
Individuals:	Individuals who are applicants and respondents in RTDRS hearings.
Use:	To manage the program operation and delivery
Legal Authority:	Residential Tenancies Act and Residential Tenancy Dispute Resolution Service Regulation

RTDRS Databases

PIB #:	2
Location:	RTDRS offices
Information Maintained:	May include name, address, postal code, telephone numbers, e-mail addresses, rental property addresses and other personal information included by the originator within the content of the application.
Individuals:	Individuals who are applicants and respondents in RTDRS hearings.
Use:	To manage the program operation and delivery and for client satisfaction surveys.
Legal Authority:	Freedom of Information and Protection of Privacy Act, Section 33(c)

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RTDRS Hearing Recordings

PIB #:	3
Location:	Sharepoint Storage
Information Maintained:	May include name, address, postal code, telephone numbers, e-mail addresses, rental property addresses, financial information, land titles, corporate registry information and other personal information disclosed by applicants, respondents, representatives, witnesses and agents within the content of the hearing.
Individuals:	Individuals who are applicants, respondents, representatives, witnesses and agents at RTDRS hearings.
Use:	To manage the program operation and delivery and to provide to an appellant for the purpose of obtaining a transcript for court.
Legal Authority:	Residential Tenancy Dispute Resolution Services Regulation

Stakeholder/Contact Lists

PIB #:	4
Location:	Various offices of the public body
Information Maintained:	Name, address, telephone numbers and e-mail addresses.
Individuals:	Individuals receiving correspondence, information or publications relating to programs or services delivered by the public body.
Use:	Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs.
Legal Authority:	The statute allowing the particular public body to deliver its programs and services.

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Employee Directories/Government of Alberta Telephone Directory

PIB #:	5
Location:	Various offices of the public body
Information Maintained:	Name, office telephone numbers, office name and address, e-mail address and position title.
Individuals:	Employees of the public body.
Use:	Directing calls, visitors and mail to appropriate staff.
Legal Authority:	Public Service Act

Expense Claims

PIB #:	6
Location:	Accounting Branches or Financial Services
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 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

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Freedom of Information and Protection of Privacy Act Requests

PIB #:	7
Location:	Freedom of Information and Protection of Privacy Coordinator's office.
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:	Freedom of Information and Protection of Privacy Act

Correspondence/Action Request Tracking

PIB #:	8
Location:	Various offices of the public body
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 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

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Employee Files

PIB #:	9
Location:	Human Resources, personnel branches or job locations.
Information Maintained:	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/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, occupations 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 body employees.
Use:	Records the employee's work history and payroll benefit transaction. NOTE: Employee files are in partitioned formats that limit access to only those staff who have a need to access specific information.
Legal Authority:	Public Service Act

Job Competitions

PIB #:	10
Location:	Human Resources or Personnel Branches.
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.
Individuals:	Applicants for Alberta public body jobs.
Use:	Document the hiring process and provide statistical data.
Legal Authority:	Public Service Act