

Directory of Personal Information Banks

Municipal Affairs

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Corporate Strategic Services, Information Management, Legislative & Administrative Services
Information Maintained:	Name, office telephone and fax 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

Employee Files/Alberta Government Enterprise Net (MyAgent)

PIB #:	3
Location:	Human Resources
Information Maintained:	Name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, 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, occupational health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, job classification, professional association memberships and certifications, and other personal data related to employment.
Individuals:	Alberta public body employees.
Use:	Record the employee's work history and payroll/benefit transactions. NOTE: Employee files are in partitioned formats in order to limit access to only those staff who have a need to work with specific types of information.
Legal Authority:	Public Service Act

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Expense Claims/ExClaim

PIB #:	4
Location:	Accounting Branches or Financial Services
Information Maintained:	Name, organizational unit, mailing address, telephone and fax numbers, employee number, classification/occupation, kilometres travelled, purpose of travel and other associated costs.
Individuals:	Alberta public body employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
Use:	Process expenses.
Legal Authority:	Public Service Act

Freedom of Information and Protection of Privacy Act Requests/FOIPNET

PIB #:	5
Location:	Corporate Strategic Services, Information Management, Legislative & Administrative Services
Information Maintained:	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, correspondence and copies of requested records.
Individuals:	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
Use:	Maintain a record of all requests to process and respond to and to compile statistics.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s.33 (c)

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Government of Alberta Directory Services (ADS)

PIB #:	6
Location:	Corporate Strategic Services, Information Management, Legislative & Administrative Services
Information Maintained:	Name, Government of Alberta ID, e-mail address.
Individuals:	Alberta public body employees
Use:	Authentication for logon to the Government of Alberta network system.
Legal Authority:	Public Service Act

Job Competitions

PIB #:	7
Location:	Human Resources
Information Maintained:	Name, home and office addresses, home and office telephone and fax 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

Mailing Lists

PIB #:	8
Location:	Ministry
Information Maintained:	Name, address telephone and/or fax number.
Individuals:	Individuals receiving correspondence, information or publications.
Use:	Mail information or publications to interested individuals or to individuals participating in government programs.
Legal Authority:	The statute allowing the particular public body to deliver its programs and services.

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Action Request Tracking System (ARTS)

PIB #:	10
Location:	Communications
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:	S. 33(c) of the FOIP Act

Application Ids Management System (AIMS)

PIB #:	11
Location:	Information & Technology Branch
Information Maintained:	User ID's, terminated AMA employees' names
Individuals:	Employees of AMA
Use:	Used for collecting application user ID's and notifying application administrators about terminated AMA employees so that they can be removed from user lists.
Legal Authority:	S. 33(c) of the FOIP Act

Assessment Shared Services Environment (ASSET)

PIB #:	12
Location:	Local Government Services, Assessment Services
Information Maintained:	Assessment roll information for municipalities
Individuals:	Property land owners
Use:	Web-enabled extranet application that addresses overall business outcome of improving property assessment in Alberta. A repository of complete assessment roll information for all municipalities made available to all assessors & other stakeholders.
Legal Authority:	S.33(c) of the FOIP Act

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Alberta Linear Property Assessment (ALPAS)

PIB #:	13
Location:	Local Government Services, Assessment Services
Information Maintained:	Individual names, property information including assessment information
Individuals:	Property land owners, stakeholders
Use:	Web-enabled application which allows stakeholders to access & property owners to load, view and validate inventory against their own records for completeness and accuracy
Legal Authority:	S.33(c) of the FOIP Act

Distribution of Financial Indicator Graphs (DFIG)

PIB #:	16
Location:	Local Government Services, Municipal Advisory Resources & Internship Unit
Information Maintained:	Financial indicator graphs
Individuals:	Municipalities
Use:	Extranet (milenet) application which provides self-serve method for distributing year-end graphs to municipalities
Legal Authority:	S.33(c) of the FOIP Act

Municipal Excellence Network (MeNET)

PIB #:	17
Location:	Local Government Services, Municipal Advisory Resources & Internship Unit
Information Maintained:	Municipality best practices
Individuals:	Municipalities
Use:	An online resource tool that features a searchable collection of municipal practices around the province used by LGS staff and municipalities
Legal Authority:	S.33(c) of the FOIP Act

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Elections Database (EDB)

PIB #:	19
Location:	Local Government Services, Municipal Grants & Information Services
Information Maintained:	Candidate contact information (including names, gender and addresses), election results
Individuals:	Municipal election candidates
Use:	MSAccess database for collecting data on municipal election candidates as well as election results. Personal information is used to publish names of candidates running for council and whether elected or not; for preparing letters from the Minister; etc.
Legal Authority:	S.33(c) of the FOIP Act

Grants Management System (GMAS)

PIB #:	21
Location:	Local Government Services, Municipal Grants & Information Services Unit
Information Maintained:	Names and addresses of lessees of Crown property eligible for grants in place of taxes. Property identification (legal land description, tax roll account); assessment value; mill rate classification; grant application amount
Individuals:	Property owners
Use:	To process grants, local improvement charges, special levies and business revitalization zone tax applications received from municipalities. Also updates property and lease information received from other departments. Used by LGS staff & municipalities.
Legal Authority:	S.33(c) of the FOIP Act

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Municipal Debenture Interest Rebate Program (MDIRP)

PIB #:	22
Location:	Local Government Services, Municipal Grants & Information Services
Information Maintained:	Through a link to SIMS, names, gender, and office addresses of municipal chief elected officials and chief administrative officers
Individuals:	Municipalities with grants issued by Alberta Capital Finance between 1974 and March 28, 1983
Use:	To automate the processing of grant payments for debentures (loans) given out by the Alberta Capital Finance Authority (ACFA) to municipalities between January 1974 and March 28, 1983 where high interest rates have been reduced.
Legal Authority:	S.33(c) of the FOIP Act

Municipal Financial Information System (MFIS)

PIB #:	23
Location:	Local Government Services, Municipal Grants & Information Services Unit
Information Maintained:	Through a link to SIMS, names, gender, and office addresses of municipal chief elected officials and chief administrative officers
Individuals:	Municipalities
Use:	The system houses financial, statistical and other information for all municipalities and services commissions in Alberta. Personal information is used to communicate with municipalities.
Legal Authority:	S.33(c) of the FOIP Act

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Municipal Officials Contact Search (MOCS)

PIB #:	26
Location:	Local Government Services, Municipal Grants & Information Services
Information Maintained:	Names, gender, and office addresses of municipal elected officials and chief administrative officers
Individuals:	Municipal officials, key administrative officers (municipalities, services commissions, Metis settlements and local government associations)
Use:	An internet application which assists finding contact information for elected municipal officials and key administrative officers for local governments in Alberta used by ministry staff and the general public
Legal Authority:	S.33(c) of the FOIP Act

Stakeholder Information Management System (SIMS)

PIB #:	27
Location:	Local Government Services, Municipal Grants & Information Services
Information Maintained:	Contact information (names, gender, and office addresses, fax/office telephone numbers, email addresses), regarding elected officials and key administrative staff of municipalities and other local government entities and stakeholders, municipal incorporation history, and location relationships.
Individuals:	Stakeholders (municipalities, oil and gas companies, assessors, auditors and insurance companies)
Use:	A web-based system which was developed to house stakeholder and contact information used by AMA staff. The system is linked to all major databases in the department and serves as a single source of updated stakeholder information.
Legal Authority:	S.33(c) of the FOIP Act

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Emergency Management Information System (EMIS)

PIB #:	29
Location:	Alberta Emergency Management Agency (AEMA)
Information Maintained:	Organization information (main contact information), facility information, contact information
Individuals:	Municipalities, critical infrastructure organizations, non-critical infrastructure organizations
Use:	Manages, searches and reports emergency contact and location information which also communicates with a system at Telus
Legal Authority:	S.33(c) of the FOIP Act

Fire Emergency Reporting System (FERS)

PIB #:	30
Location:	Alberta Emergency Management Agency (AEMA)
Information Maintained:	Personal information with which the fire has occurred
Individuals:	Individuals
Use:	To provide statistical analysis for business purposes used by fire departments in municipalities and Fco staff based on reports from fire departments and insurance ompanies when reporting details of a fire.
Legal Authority:	S.33(c) of the FOIP Act

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Alberta Emergency Resources Inventory System (AERIS)

PIB #:	31
Location:	Alberta Emergency Management Agency (AEMA)
Information Maintained:	Inventories include type of communication, personnel and accreditations, equipment, training, bylaws and agreements
Individuals:	Fire Departments
Use:	An application within milenet that provides municipalities and fire departments a tool to enter resources inventory information, and to generate reports and search information stores. Used by FCO staff and fire departments in municipalities
Legal Authority:	S.33(c) of the FOIP Act

Master Electrician Tracking System (METS)

PIB #:	33
Location:	Public Safety Division, Safety Services
Information Maintained:	Fees, examinations, candidates
Individuals:	Journeymen electricians
Use:	Provides ability to track journeymen electricians who are writing their master electrician exams, and maintains a list of master electricians. Also includes tracking of fees paid by journeymen for exam writing. Used by Electrical Contractors Assn of AB.
Legal Authority:	S.33(c) of the FOIP Act

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Application Appeals Tracking (APTR)

PIB #:	34
Location:	Municipal Government Board
Information Maintained:	Applications and submissions, inquiries from applicants and government departments, appeals, hearings/meetings, agendas, decisions and notices
Individuals:	Municipalities
Use:	Application Tracking System (including Appelleant Shceduler) to process applications and submissions, inquiries from applicants and government departments, storage of data for further appeals to the court of Queen's Bench of Court of Appeals.
Legal Authority:	S.120, 122, 491, 492, 494, 505, 679, 691 of the Municipal Government Act

CASE Inc.

PIB #:	35
Location:	Municipal Government Board
Information Maintained:	Schedules, remuneration, workflow, payment tracking
Individuals:	Municipalities
Use:	Management system for case management system, integrated document management, scheduling, remuneration, workflow, payment tracking, and generation of reports sued by MGB and the City of Edmonton
Legal Authority:	S.120, 122, 491, 492, 494, 505, 679, 691 of Municipal Government Act

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Who Knows

PIB #:	36
Location:	Local Government Services, Municipal Advisory Resources & Internship Unit
Information Maintained:	Personal information, profiles, skill and expertise, knowledge sets and capabilities
Individuals:	Staff
Use:	Resource knowledge management collection for the organization. The collection contains a directory of unique knowledge sets and capabilities of individual employees. The system allows searching by skill and expertise, name, etc. of individuals profiled.
Legal Authority:	S. 33(c) of the FOIP Act

Status of Municipal Internship Program Alumni

PIB #:	37
Location:	Local Government Services, Municipal Advisory Resources & Internship Unit
Information Maintained:	Contact information
Individuals:	Former participants in the Municipal Internship Program
Use:	Used for knowledge transfer purposes as well as to track the success of the program in meeting its objectives
Legal Authority:	S.33(c) of the FOIP Act

Resident Mailing List - Dissolution Studies

PIB #:	38
Location:	Local Government Services, Stakeholder Relations & Sustainability Unit
Information Maintained:	Names, addresses
Individuals:	Residents of municipalities undergoing dissolution studies
Use:	To distribute correspondence about dissolution study process, and distribute the study, public meeting, and vote information
Legal Authority:	S.33(c) of the FOIP Act

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Stakeholder/Contact Lists

PIB #:	39
Location:	Ministry
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

Contract Management System

PIB #:	40
Location:	Various offices of the public body
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 the public body.
Use:	To manage the contract or agreement arrangements of payments upon delivery of products or services.
Legal Authority:	Financial Administration Act

Financial Management

PIB #:	41
Location:	Accounting Branches or Financial Services
Information Maintained:	Name, address, telephone numbers, e-mail address, financial information, amount paid or outstanding.
Individuals:	Individuals who pay or owe money to the Government of Alberta
Use:	To collect outstanding revenue or repay overpayments
Legal Authority:	Financial Administrative Act

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Classification Registry

PIB #:	42
Location:	Corporate Strategic Services, Information Technology
Information Maintained:	Personal information (phone numbers)
Individuals:	Staff
Use:	Used for both the Business Resumption Planning (BRP) and Risk Score Card function. Personal information is maintained for staff identified as critical for the delivery of each of the service provided within the ministry.
Legal Authority:	S. 33(c) of the FOIP Act

Onsite Wastewater Treatment System Installers

PIB #:	43
Location:	Public Safety Division, Safety Services
Information Maintained:	Fees
Individuals:	Wasterwater treatment installers
Use:	Provides ability to track certified installers who pay annual fees and installers in the process of obtaining certification.
Legal Authority:	S.33(c) of the FOIP Act

Tank Management System (TMS)

PIB #:	44
Location:	Petroleum Tank Association of Alberta (PTMAA)
Information Maintained:	Fees, tank registries
Individuals:	Installers, removers and owners of petroleum tanks
Use:	Provides ability to track petroleum tank installations
Legal Authority:	S.33(c) of the FOIP Act

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Alberta Power Engineer Certification System (APECS)

PIB #: 45
Location: Alberta Boilers Safety Association (ABSA)
Information Maintained: Fees
Individuals: Power Engineers
Use: Provides ability to track certified Power Engineers who pay annual fees and Power Installers in the process of obtaining certification
Legal Authority: S.33(c) of the FOIP Act

Welder Certification Information System (WCIS)

PIB #: 46
Location: Alberta Boilers Safety Association (ABSA)
Information Maintained: Fees
Individuals: Pressure Vessel Welders
Use: Provides ability to track certified Pressure Vessel Welders who pay annual fees and Pressure Vessel Welders in the process of obtaining certification.
Legal Authority: S.33(c) of the FOIP Act

Tank Site Remediation program Grant Tracking Database (PTRP - Posse)

PIB #: 47
Location: Tank Site Remediation Program
Information Maintained: Grant funding, grant recipients, environmental consultants
Individuals: Grant recipients, environmental consultant
Use: For tracking of the grant amounts, approvals as well as payments to the consultants and eligible owners. With updates on daily basis provides detailed information on each file in the Program.
Legal Authority: S.33(c) of the FOIP Act

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Approved Trainer List

PIB #:	48
Location:	Alberta Emergency Management Agency (AEMA)
Information Maintained:	List includes approved trainers' names, company name, addresses, phone numbers and fax numbers
Individuals:	Individuals
Use:	Used by municipalities to contract approved trainers to deliver grant funded training
Legal Authority:	S.33(c) of the FOIP Act

Grants Database

PIB #:	49
Location:	Alberta Emergency Management Agency (AEMA)
Information Maintained:	Database identifies type and amount of grants awarded to municipalities
Individuals:	Municipalities, Chief Administrative Officers and Directors of Emergency Management
Use:	Used to record applications, approvals and denials of grants
Legal Authority:	S.33(c) of the FOIP Act

Security Administration Management System (SAMS)

PIB #:	50
Location:	Information Management, Legislative & Administrative Services
Information Maintained:	Employee names, network use ID, work number, location and organizational unit
Individuals:	Municipal Affairs staff, contracted service provider staff, eg. Fujitsu and Service Alberta
Use:	used to track/audit employees access to the shared M and N folders. Application only rolled out to designated Service Requester in the line areas and key records management staff. This does not grant access but track access only.
Legal Authority:	S.33 of the FOIP Act

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Versatile

PIB #:	51
Location:	Information Management, Legislative & Administrative Services
Information Maintained:	Title of file folders, Disaster Recovery Files, Accident Files all which may contain personal information
Individuals:	Case file series dealing with individuals v. municipalities or corporations. User permissions and logons
Use:	All substantive records are entered into Versatile to ensure tracking of the records during their life cycle, not actual documents, just the titles and any relevant information needed to identify the records.
Legal Authority:	Records Management Regulation

Semi-Active Database

PIB #:	52
Location:	Information Management, Legislative & Administrative Services
Information Maintained:	Tracking of inactive records, onsite and offsite
Individuals:	Individual case files from Versatile/manual inventories
Use:	Used as a tracking tool for inactive records that have been boxed and sent to storage. May contain personal information in description of contents. Tool used for retrieval and searches of records. Used by Records Management staff only.
Legal Authority:	Records Management Regulation

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Comparison1.mdb

PIB #:	53
Location:	Information Management, Legislative & Administrative Services
Information Maintained:	Employee name, network user ID, work number, location and organizational unit including volume the individuals holdings are for "My Documents", email and pst files
Individuals:	Municipal Affairs staff, contracted service providers that have folders located on the GOA domain (users) and our servers, eg. Fujitsu and Service Alberta
Use:	Used to generate quarterly statistics on the electronic holdings for the Ministry. The information is provided by IT (Fujitsu/Service Alberta) and the reports are then downloaded into the database.
Legal Authority:	S. 33 of the FOIP Act

Inactive Records Inventory System (IRIS)

PIB #:	54
Location:	Information Management, Legislative & Administrative Services
Information Maintained:	Contains information on authorized users, ID logons and permissions
Individuals:	Municipal Affairs staff
Use:	Used to track inactive and active records
Legal Authority:	Records Management Regulation

Human Resources Employee Files

PIB #:	55
Location:	Special Areas Board
Information Maintained:	Employee address, SIN, birth date, phone number, tracking illness days, WCB, disciplinary action, spousal information
Individuals:	Employees of SAB
Use:	Payroll, human resources
Legal Authority:	Employment Standards Code 14(4)

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Billing Files

PIB #: 56
Location: Special Areas Board
Information Maintained: Address, phone number
Individuals: Customers of SAB
Use: Contact information for billing and collection services
Legal Authority: Municipal Government Act / Special Areas Act / Financial Administration Act

Emergency Response Plan & Disaster Recovery Plan

PIB #: 57
Location: Special Areas Board
Information Maintained: Address, phone numbers (residential, work, cellular, beeper, fax)
Individuals: Volunteer emergency responders and key SAB personnel
Use: Contact information in the event of an emergency
Legal Authority: Section 33(c) of the FOIP Act

Powerpay (Ceridian)

PIB #: 58
Location: Safety Codes Council
Information Maintained: Name, address, phone number, salary, etc. for employees of Safety Codes Council
Individuals: Staff of SCC
Use: For payroll
Legal Authority: Section 33(c) of the FOIP Act

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Employee Files

PIB #: 59
Location: Safety Codes Council
Information Maintained: Vacation, sick leaves, etc.
Individuals: Employees of SCC
Use: General human resources activity
Legal Authority: Section 33(c) of the FOIP Act

Sage ACCPAC ERP

PIB #: 60
Location: Safety Codes Council
Information Maintained: Names, address, expense accounts, accounts receivable, payable and financials
Individuals: Employees of SCC
Use: Daily administrative transactions
Legal Authority: Section 33(c) of the FOIP Act

Training, Accreditation, Certification

PIB #: 61
Location: Safety Codes Council
Information Maintained: Names of students, marks, certifications of safety codes officers. Orders, variances and appeals.
Individuals: Employees of SCC
Use: Tracks accreditations, student marks and courses taken, safety codes officers, orders, variances and appeals
Legal Authority: Section 33(c) of the FOIP Act

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Electronic Permitting System

PIB #:	62
Location:	Safety Codes Council
Information Maintained:	Permits sold in Alberta, owner information, contractor information
Individuals:	Owners and contractors
Use:	Permits sold in Alberta
Legal Authority:	S. 33 of the FOIP Act