

# **Directory of Personal Information Banks**

## **Alberta Intergovernmental, International and Aboriginal Relations (IIAR)**

### **Stakeholder/Contact Lists**

<b>PIB #s:</b>	1
<b>Location:</b>	Various offices of the public body, Alberta Intergovernmental, International and Aboriginal Relations (IIAR)
<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
<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 33(c)

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

<b>PIB #s:</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, email 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 33(c)

### **Expense Claims**

<b>PIB #s:</b>	3
<b>Location:</b>	Corporate Services Division
<b>Information Maintained:</b>	May include name, organizational unit, mailing address, telephone number, fax number, employee number, classification/occupation, kilometers travelled, purpose of travel, and other associated costs
<b>Individuals:</b>	Ministry 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 33(c)

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### **Contract and Grant Management**

<b>PIB #s:</b>	4
<b>Location:</b>	Corporate Services Division
<b>Information Maintained:</b>	May include name, address, telephone numbers, email address, contract or grant amount
<b>Individuals:</b>	Individuals/Vendors who are under contract or agreement to provide products or services to Alberta Intergovernmental, International and Aboriginal Relations, or to receive funds via a granting process through Alberta Intergovernmental, International and Aboriginal Relations
<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, Alberta Intergovernmental, International and Aboriginal Relations Grant Regulation, Freedom of Information and Protection of Privacy Act 33(c)

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

<b>PIB #s:</b>	5
<b>Location:</b>	Freedom of Information and Protection of Privacy Branch
<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 Freedom of Information and Protection of Privacy 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 33(c)

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### **Correspondence/Action Request Tracking**

<b>PIB #s:</b>	6
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, address, telephone numbers, email addresses and other personal information provided by the originator within the content of the correspondence
<b>Individuals:</b>	Individuals requesting information or a response from the Ministry's senior executive
<b>Use:</b>	To manage receipt of and responses to correspondence, enquiries and briefings
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act 33(c)

### **Employee Files**

<b>PIB #s:</b>	7
<b>Location:</b>	Human Resource Services Branch
<b>Information Maintained:</b>	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.
<b>Individuals:</b>	Alberta Intergovernmental, International and Aboriginal Relations 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 that have need to access specific information
<b>Legal Authority:</b>	Public Service Act, Freedom of Information and Protection of Privacy Act 33(c)

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#### **Job Competitions**

<b>PIB #s:</b>	8
<b>Location:</b>	Human Resource Services Branch
<b>Information Maintained:</b>	May include name, home and office addresses and 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 Intergovernmental, International and Aboriginal Relations employment opportunities
<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 33(c)

#### **Delegations and Appointments**

<b>PIB #s:</b>	9
<b>Location:</b>	Various offices of the Ministry
<b>Information Maintained:</b>	May include name, age, address, phone number, and/or place of business
<b>Individuals:</b>	Ministry staff, elected officials, and/or private citizens appointed or delegated by the Minister
<b>Use:</b>	To manage the review, notification and acceptance of individuals to responsibilities associated with authority assigned by the Minister
<b>Legal Authority:</b>	Government Organization Act, Freedom of Information and Protection of Privacy Act 33(c)

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## **Alberta Intergovernmental, International and Aboriginal Relations (IIAR)**

### **Métis Settlements Ombudsman**

<b>PIB #s:</b>	10
<b>Location:</b>	Métis Settlements Ombudsman Office
<b>Information Maintained:</b>	May include materials and evidence of activities related to individual complaints filed before the Métis Settlements Ombudsman. Includes information such as name, mailing address, telephone numbers, fax number and other personal identifiable information gathered during the course of an investigation, and any decisions communicated. May include name, address, telephone numbers, email address and contract particulars of individuals who are contracted to conduct investigations on behalf of the Métis Settlements Ombudsman
<b>Individuals:</b>	Individual employees, contractors and other participants involved in the resulting investigation and decision, which may include third parties
<b>Use:</b>	To conduct impartial investigations on receipt of written complaints from individuals who contend that they have been treated unfairly by a Métis Settlement Council, or that the Métis Settlement Council is violating the terms and conditions of the Métis Settlements Act
<b>Legal Authority:</b>	Métis Settlements Act, Métis Settlements Ombudsman Regulation, Freedom of Information and Protection of Privacy Act 33(c)

### **Métis Settlements Land Registry**

<b>PIB #s:</b>	11
<b>Location:</b>	Secured location within Alberta Intergovernmental, International and Aboriginal Relations
<b>Information Maintained:</b>	May include name, address, telephone numbers, fax numbers and email addresses of Métis Settlement members resident on one of the eight Métis Settlements in Alberta. May include approved applications, existing lease, rights and interests of occupants and notices of cancellation of land and membership of individual Métis Settlement members
<b>Individuals:</b>	Members of Métis Settlements, individuals applying for membership and other holders of interests in the specific Métis Settlement area
<b>Use:</b>	To provide historical background information to the Registrar of the Métis Settlements Land Registry to facilitate land management processes NOTE: Estate instructions contained within the Métis Settlements Land Registry records have been designated paramount to the Freedom of Information and Protection of Privacy Act.
<b>Legal Authority:</b>	Métis Settlements Act, Métis Settlements Land Registry Regulation, Freedom of Information and Protection of Privacy Act 33(c)