

Directory of Personal Information Banks Alberta Culture and Community Service

STAKEHOLDER/CONTACT LISTS

PIB #:	1
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.

EMPLOYEE DIRECTORIES/GOVERNMENT OF ALBERTA TELEPHONE DIRECTORY

PIB #:	2
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:	<i>Public Service Act</i>

EXPENSE CLAIMS

PIB #:	3
Location:	Accounting Branches or Financial Services.
Information Maintained:	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers traveled, purpose of travel, and other expenses claimed.
Individuals:	Alberta public body employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
Use:	To process expense claims.
Legal Authority:	<i>Public Service Act</i>

Directory of Personal Information Banks **Alberta Culture and Community Service**

CONTRACT MANAGEMENT SYSTEM

PIB #:	4
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:	<i>Financial Administration Act</i>

FINANCIAL MANAGEMENT

PIB #:	5
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:	<i>Financial Administration Act</i>

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT REQUESTS

PIB #:	6
Location:	Freedom of Information and Protection of Privacy Coordinator's office (Ministry and Provincial Archives of Alberta).
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:	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

Directory of Personal Information Banks Alberta Culture and Community Service

CORRESPONDENCE/ACTION REQUEST TRACKING

PIB #:	7
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:	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

EMPLOYEE FILES

PIB #:	8
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, email 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, 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.
Individuals:	Alberta public body employees.
Use:	Record the employee's work history and payroll/benefit transactions. NOTE: Employee files are in partitioned formats that limit access to only those staff who have a need to access specific information.
Legal Authority:	<i>Public Service Act</i>

Directory of Personal Information Banks Alberta Culture and Community Service

JOB COMPETITIONS

PIB #:	9
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:	<i>Public Service Act</i>

BUSINESS REPRESENTATIVES

PIB #:	10
Location:	Various business units of CCS.
Information Maintained:	Name of the organization's representative and may include their work address, telephone number and/or cell phone number, fax number, email address, and their position/title.
Individuals:	Individuals who represent organizations registered in a program administered by the business unit.
Use:	To contact the business representative with respect to any issue concerning the organization.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i> and statutes where applicable.

CUSTOMERS

PIB #:	11
Location:	Various business units of CCS.
Information Maintained:	May include name, address, telephone number and/or cell phone number, email address, credit card information.
Individuals:	Individuals or business representatives who order or purchase items at gift shops, pay admission fees, purchase family, daily or seasonal passes.
Use:	To process orders and payments.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i> and statutes where applicable.

Directory of Personal Information Banks Alberta Culture and Community Service

EVENT REGISTRANTS

PIB #:	12
Location:	Various business units of CCS.
Information Maintained:	May include the individual's name, address, telephone number and/or cell phone number, fax number, email address, credit card information or business contact information; health information of registrants of day programs or overnight camps.
Individuals:	Individuals or business representatives who register themselves (or their children) to attend conferences, courses, workshops, day programs, camps, or other events conducted, hosted or sponsored by the business unit or facility.
Use:	To register the individual in the program.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> , s.33(c) and statutes where applicable.

VOLUNTEERS

PIB #:	13
Location:	Human Resources or sites/locations where volunteer programs exist.
Information Maintained:	May include name, contact information, resume/application for volunteer (education, skills, employment and volunteer experiences, references) and security clearance.
Individuals:	Applicants and individuals selected to be volunteers on a board of directors or at a facility, including the Provincial Archives of Alberta.
Use:	Screen and place volunteers and record the volunteer's work history and hours.
Legal Authority:	<i>Public Service Act</i>

CONTEST ENTRANTS:

PIB #:	14
Location:	Various business units of CCS.
Information Maintained:	May include name, address, telephone number, email address of entrant, and other information required to determine contest eligibility or meet the objectives of the contest.
Individuals:	Individuals who enter contests hosted or sponsored by the business unit.
Use:	To select the winner(s), verify eligibility, promote or publicize the winner, the contest, the program or Alberta. The contestant's email address may be added to a mailing list if they consented to receive further information from the program.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> , s.33(c) and statutes where applicable.

Directory of Personal Information Banks Alberta Culture and Community Service

NOMINEES AND RECIPIENTS

PIB #:	15
Location:	Various business units of CCS.
Information Maintained:	May include name, address, telephone number, email address of applicant, nominator or nominee, resume, SIN and other information (e.g. volunteer activity, occupation, achievements) required to determine award eligibility or meet the objectives and qualifications of the award, recognition, scholarship or responsibility of the juror (project grant juries).
Individuals:	Individuals who apply for scholarships or nominate themselves or others or are nominated, to receive an award or special recognition or to serve in a special role of responsibility (e.g. jurors, council members).
Use:	To select individuals who are nominated to receive an award or recognition, apply for a scholarship or serve as jurors. To publicize the recipient or appointee, the contest, and the program, and pay the individual any monies awarded.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> , s.33(c) and statutes where applicable.

DONORS AND PAST OWNERS (OF HISTORICAL ARTIFACTS/SPECIMENS/AND RECORDS AND ASSIGNEES OF COPYRIGHT OF WORKS)

PIB #:	16
Location:	Various museums and historical sites of CCS and the Provincial Archives of Alberta.
Information Maintained:	May include name, address, telephone number, email address of donor, and other information required to identify and contact the donor or assignees of copyright of works (painting, drawing, maps, photographs etc.). May also include information concerning the history and significance of the donated or loaned artifact, specimen, or record.
Individuals:	Individuals who assign copyright to artistic works for consideration of a fee or donate or loan, or consider donating or loaning, artifacts specimens or records to provincial museums and sites, and the former owners (i.e. historical figures) of those artifacts, specimens or records.
Use:	To respond to donor inquiries, acquire donated or loaned items, issue tax receipts, validate history, and maintain or publish the source and history of the donated or loaned artifact, specimen, or record. To manage the copyright of artistic works purchased for a fee.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> , s.33(c) and statutes where applicable.

Directory of Personal Information Banks Alberta Culture and Community Service

HISTORICAL INFORMATION AND FIGURES (PEOPLE).

PIB #:	17
Location:	Various museums, historical sites and offices of CCS.
Information Maintained:	May include name, current or past contact information and a variety of historical information, including interviews that provide details about the person's life story, experiences, and contributions.
Individuals:	Individuals who donate or loan, or consider donating or loaning, artifacts to provincial museums and sites; the former owners (i.e. historical figures) of those artifacts; individuals who have information that can support curatorial programs; individuals who were the previous owners of historical buildings and the builders and architects of these buildings (identified in applications for Historical Resource Act Clearance and the Historic Places Designation Program)
Use:	To research, validate, and publicly recognize through a variety of means (e.g. naming of sites or buildings or the designation of a building as a historic resource) the individual's contribution to Alberta or a specific community or endeavour.
Legal Authority:	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> and statutes where applicable.

GRANT PROGRAM APPLICANT AND RECIPIENTS

PIB #:	18
Location:	Various business units of CCS.
Information Maintained:	May include name, address, telephone number, fax number, e-mail address, position title, date of birth, education, resume, letters of reference, name of legal guardian and sample of work.
Individuals:	Individuals who apply to receive a grant.
Use:	To determine the eligibility of an applicant to be awarded a grant under the following programs:

Alberta Foundation for the Arts	Alberta Historical Resources Foundation
(a) Art Acquisition by Application	(a) Heritage Awareness Grant
(b) Cultural Relations	(b) Historic Resource Conservation Grant
(c) Dance Project Grant	(c) Publications Grant
(d) Film and Video Project Grant	(d) Research Grant
(e) Multidisciplinary/New Media Project Grant	
(f) Music Project Grant	
(g) Theatre Project Grant	
(h) Visual Arts Project Grant	
(i) Literary Arts Project Grant	
(j) Aboriginal Traditional Arts Project Grant	

Legal Authority:	<i>Freedom of Information and Protection of Privacy Act</i> , s.33(c) and statutes where applicable.
-------------------------	--

Directory of Personal Information Banks Alberta Culture and Community Service

ALBERTA FOUNDATION FOR THE ARTS: ARTISTS AND ARTS EDUCATION ROSTER

PIB #:	19
Location:	Alberta Foundation for the Arts
Information Maintained:	Name, address, telephone number, fax number, email address, discipline, fee range, resume, name of professional reference and their address and telephone number.
Individuals:	Professional artists who are resident in Alberta.
Use:	To promote via the AFA web site, the services of professional artists who would like to work with students in Alberta schools to develop their creativity.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, s.33(c) and the Alberta Foundation for the Arts Act.</i>

ALBERTA HUMAN RIGHTS COMMISSION (AHRC) COMPLAINTS

PIB #:	20
Location:	Alberta Human Rights Commission*
Information Maintained:	Name, address, home and business telephone numbers, day time phone number, statements about the complaint and the grounds of discrimination.
Individuals:	Complainants, representatives of the complainant, respondents, representatives of the respondent, third party witnesses.
Use:	To resolve complaints that been submitted to the AHRC.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act, s.33(c) and the Alberta Human Rights, Citizenship, and Multiculturalism Act.</i>

(*The responsibility for the AHRC was transferred to Alberta Justice in October 2011)

ARCHAEOLOGICAL AND PALAEOONTOLOGICAL RESEARCH PERMITS

PIB #:	21
Location:	Various offices of C&CS
Information Maintained:	May include name, address, occupation, employer, work phone number, cell phone number, email address, fax number, third party witness of signature, the qualifications of archaeologists and paleontologists.
Individuals:	Land owners, archaeologists, paleontologists, representatives of businesses that apply for an Archaeological or Paleontological Research Permit.
Use:	To determine the eligibility of archaeologists and paleontologists to apply for a permit to survey a physical land area, including its subsurface deposits, and controlled excavation to locate and recover archaeological or paleontological resources.
Legal Authority:	Section 33(a) and (c) of the <i>Freedom of Information and Protection of Privacy Act</i> and the <i>Archaeological and Paleontological Research Permit Regulation</i> .