

Directory of Personal Information Banks

Alberta Employment and Immigration

Financial Management

PIB #:	1
Location:	Accounting branches or Financial Services.
Information Maintained:	May include name, address, telephone number, e-mail address, financial information and amount outstanding.
Individuals:	Individuals who owe money to the Government of Alberta.
Use:	Collect outstanding revenue.
Legal Authority:	Financial Administration Act (or the statute allowing the particular department or agency to charge others.)

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Various offices of the Employment and Immigration.
Information Maintained:	May include name, office telephone and fax numbers, office name and address, e-mail address and position title.
Individuals:	Employees of Employment and Immigration.
Use:	Directing calls, visitors and mail to appropriate staff.
Legal Authority:	Public Service Act.

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Employee Files

PIB #:	3
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, 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 Employment and Immigration 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

Expense Claims/ExClaim

PIB #:	4
Location:	Accounting or Financial Services.
Information Maintained:	May include name, organizational unit, mailing address, telephone and fax numbers, employee number, classification/occupation, kilometres travelled, purpose of travel and other expense claims.
Individuals:	Alberta Employment and Immigration employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
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:	Public Service Act

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Freedom of Information and Protection of Privacy Act Requests/FOIPNET

PIB #:	5
Location:	Information and Privacy Office (IPO)
Information Maintained:	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, correspondence and copies of requested records.
Individuals:	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
Use:	To respond to, process, and maintain requests, compile statistics.
Legal Authority:	Freedom of Information and Protection of Privacy Act.

Correspondence Tracking System

PIB #:	6
Location:	Various offices of Employment and Immigration.
Information Maintained:	May include name, address, telephone number, fax number, and e-mail addresses and other personal information that may be included by the originator within the content of the correspondence.
Individuals:	Individuals requesting information or a response from the ministry's 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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Job Competitions

PIB #:	7
Location:	Human Resources or Personnel branches.
Information Maintained:	May include 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 Employment and Immigration jobs.
Use:	Document the hiring process and provide statistical data.
Legal Authority:	Public Service Act.

Mailing Lists

PIB #:	8
Location:	Various offices of Employment and Immigration.
Information Maintained:	May include 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 various statutes allowing Employment and Immigration to deliver its programs and services.