

Directory of Personal Information Banks

Alberta Employment and Immigration

Employment Standards Compliance

PIB #:	9
Location:	Various offices of Employment and Immigration, Employment Standards Compliance
Information Maintained:	May include name, address, email address, telephone number, social insurance number, age, banking information, salary; name, address and telephone number of employer, name of supervisor/manager; detailed information on the complaint and the outcome of the investigation. Actions taken may have resulted in orders, decisions, appeal information and judgments being placed on the file. Information is maintained in paper files and electronically.
Individuals:	Private sector employers that have claims filed against them, and employees who have filed claims against their employers.
Use:	Maintain records of the claims filed against employers. Investigate and resolve employee complaints of violations of the Employment Standards Code and Regulation.
Legal Authority:	Employment Standards Code, Employment Standards Regulation

Employment Standards Complaint Appeals

PIB #:	10
Location:	Employment Standards Registrar - Edmonton and Calgary
Information Maintained:	May include employee name, address, telephone number, social insurance number, banking information, salary; name, address and telephone number of employer, name of supervisor/manager, details of complaint, company information, court orders, notice of appeal and hearing activity. Information is maintained in paper files and electronically.
Individuals:	Private sector employers , employees, family and witnesses.
Use:	Investigate and resolve employee appeals following decisions by Officers denying their complaints for unpaid wages, overtime and entitlements.
Legal Authority:	Employment Standards Code, Employment Standards Regulation

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Workplace Health and Safety Compliance

PIB #:	11
Location:	Various offices, Workplace Health and Safety
Information Maintained:	May include employer name, address, telephone number, industry sector, sub-contractor, inspections, investigations, complaints and prosecution information; employee name, address, employment history, date of birth, serious injury data; appeals. Information is maintained in paper files and electronically.
Individuals:	Employers, employees, family and witnesses.
Use:	Maintains information about workplace health and safety complaints, inspections, orders, permits, serious incidents and fatalities, and prosecutions.
Legal Authority:	Occupational Health and Safety Act, Regulation and Code.

Land Agents

PIB #:	12
Location:	Land Agent Licensing Office
Information Maintained:	May include name, date of birth, gender, marital status, address, telephone, email, criminal record history, credit card, banking information, complaint information, participants, land owner, informer, witnesses, appeal hearing; resolution, contraventions, comments, fines, charges laid. Information is maintained in paper files and electronically.
Individuals:	Land agents, land owner, informer, witnesses.
Use:	Information is used for the day-to-day operations of the Land Agents Registrar in the performance of their duties to ensure compliance with the Land Agents Licensing Act.
Legal Authority:	Land Agents Licensing Act and Land Agents Licensing Regulation

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Professions and Occupations

PIB #:	13
Location:	Professions and Occupations
Information Maintained:	May include names of chairs of the Discipline Committees and the officers of the registered associations, name of registered associations, designated title of the members, a description of the field of practice of members, head office address. Information is maintained in paper files and electronically.
Individuals:	Chairs and officer of the registered associations
Use:	Establishes and maintains a Register of Registered Professional and Occupational Associations
Legal Authority:	Professional and Occupational Associations Registration Act

Income Support

PIB #:	14
Location:	Various offices, Delivery Services Division
Information Maintained:	May include name, birth date, gender, social insurance number, address, telephone number, investigation report, medical records, current month payment cheque number and amount paid to client, classification or employability assessment, employable or unemployable status, address, file status, involvement periods, Unemployment Insurance claim information, training and course attendance, wage loss, occupation, employment history, rent report, family maintenance status, statement of net earnings, signature verification, credit bureaus, land title. Information is maintained in paper files and electronically.
Individuals:	Client, family, may include third parties, education facilities
Use:	Information is used for programs designed to provide income assistance to Albertans. These programs support health and well being and facilitate movement toward independence and self-sufficiency.
Legal Authority:	Income and Employment Supports Act, Child and Adult Support Services Regulation, Employment and Training Benefits for Persons with Disabilities Regulation, Income Supports, Health and Training Benefits Regulation, Recovery Regulation, Recovery, Administrative Penalties and Appeal Regulation, Temporary Employment and Job Creation Programs Regulation, Training Provider Regulation, Administrative Procedures Act, Financial Administration Act, Adult Interdependent Relationships Act

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Immigration Support/International Qualification Assessment

PIB #:	15
Location:	International Qualifications Assessment Service (IQAS)
Information Maintained:	May include name, address, telephone number, email, birth date, country of birth, gender, education history, levels of achievement outside of Canada, supporting documents, proof of name changes, copy of marriage certification, records of landing, credit card information. Information is maintained in paper files and electronically.
Individuals:	Client
Use:	The information is used to evaluate the education of individuals who obtained their education abroad and issues certificates of comparison to education standards in a Canadian province.
Legal Authority:	Government Organization Act

Alberta Immigrant Nominee Program

PIB #:	16
Location:	Alberta Immigrant Nominee Program
Information Maintained:	May include name, address, telephone, fax, e-mail, employer name, address phone, fax, email, website, job title, annual salary, representative's name, phone, fax, email, date of birth, place of birth, country of birth, country of citizenship, country of last permanent residence, gender, education history, work history, accompanying family members, relatives. Information is maintained in paper files and electronically.
Individuals:	Client, family, employer, representative
Use:	The information is used to expedite the processing of an application for permanent resident status of a Provincial Nominee.
Legal Authority:	Government Organization Act

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Temporary Foreign Worker Advisory Offices

PIB #:	17
Location:	Foreign Worker Advisory Offices - Edmonton and Calgary
Information Maintained:	May include, name, gender, address, telephone number, citizenship, employer, spouse/partner, emergency contact, income, accommodations. Information is maintained in paper files and electronically.
Individuals:	Client, spouse/partner, emergency contact and employer
Use:	The information is used to provide information and services for temporary foreign workers. This includes using the information to help resolve employment standards or occupational health and safety issues, and other support.
Legal Authority:	Government Organization Act

Mediation Services

PIB #:	18
Location:	Mediation Services - Edmonton
Information Maintained:	May include name, address, contact person, telephone numbers, fax numbers, name of bargaining agent, items in dispute and information pertaining to the appointment of members of the Arbitration Board. Information is maintained in paper files and electronically.
Individuals:	Unions, employers who have a bargaining relationship with a union or employee association, and the arbitration community.
Use:	Mediation Services assists labour and management to resolve disputes in collective bargaining negotiations.
Legal Authority:	Labour Relations code, Police Officers Collective Bargaining Act

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Centrally Delivered Services, Contact Centres

PIB #:	19
Location:	Various resource centres province wide and a main contact centre in Edmonton.
Information Maintained:	May include name, address, telephone number, gender, date of birth, social insurance number, Alberta Student Number, employer information; name address, phone numbers, work history, educational history. Information is maintained in paper files and electronically.
Individuals:	Individuals inquiries to Contact Centres for: career & employer services, Canada/Alberta jobs, employer supports, student funding, learner income support, employment standards, workplace health & safety, income support and health benefits.
Use:	Provides resources by phone and internet websites. Range of career and employment related information, print and electronic resources including self-assessment tools, online applications, forms and publications.
Legal Authority:	Government Organization Act

Medical Services

PIB #:	20
Location:	Director of Medical Services, Edmonton
Information Maintained:	May include name, date of birth, date of death, gender, address, telephone number, medications, employer, occupation, medical history, personal physician, biological monitoring test results, Medical examiner's reports and x-rays. Information maintained in paper and electronic files.
Individuals:	Workers who are/may have harmful occupational exposures. Workers seriously or fatally injured or suffering from an occupational disease. Workers referred to physicians.
Use:	Determine the extent of an injury suffered by a worker injured in an incident that occurred at the work site; determine whether a worker is suffering from an occupational disease related to the worker's occupation.
Legal Authority:	Occupational Health and Safety Act, Regulations and Code

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Foreign Worker Hotline and AlbertaCanada.com website

PIB #:	21
Location:	Labour Attraction, Edmonton
Information Maintained:	May include name, e-mail address, telephone number, fax number and address, country of residence, citizenship, occupation, years of work experience and education history. Information is maintained electronically.
Individuals:	Client and employer
Use:	The services provide information on job opportunities, work permits, the Provincial Nominee Program, economic immigration information, the Temporary Foreign Worker Program and a contact us feature on the AlbertaCanada.com website.
Legal Authority:	Government Organization Act

Child Support Services

PIB #:	22
Location:	Various offices, Delivery Services Division
Information Maintained:	May include name, birth date, gender, social insurance number, address, telephone number, investigation report, medical records, current month payment cheque number and amount paid to client, classification or employability assessment, employable or unemployable status, file status, involvement periods, Unemployment Insurance claim information, training and course attendance, wage loss, occupation, employment history, rent report, family maintenance status, statement of net earnings, signature verification, credit bureaus, land title. Information is maintained in paper records, microfiche and electronically.
Individuals:	Client, family, may include third party information, education facilities
Use:	Information is used for programs designed to provide child support income and health benefits.
Legal Authority:	Income and Employment Supports Act, Child and Adult Support Services Regulation, Support Agreement Regulation, Family Law Act and General Regulation, Alberta Child Support Guidelines Regulation Schedule 1, Federal Child Support Amounts: Simplified Tables, Provincial Court Procedures (Family Law) Regulation, Inter-jurisdictional Supports Orders Act and Regulation, Maintenance Enforcement Act and Adult Interdependent Relationships Act.

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Permit and Certification Management

PIB #:	23
Location:	Workplace Policy and Standards Development
Information Maintained:	May include name, address, telephone number, date of birth, experience, parent/guardian name, employer information; name, address, telephone number, credit card information, signatures. Information is maintained in paper files and electronically.
Individuals:	Individuals and employers making application to; handle, prepare & fire explosives, mine worker certified, permits for employment, extended hours of work, extension of time-off under an overtime agreement, extended days of work, & employees under age 18.
Use:	Permit and certificate application acceptance process intake, approval and suspension/cancellation.
Legal Authority:	Occupational Health and Safety Regulation, Employment Standards Code and Regulation

Investigations and Reviews

PIB #:	24
Location:	Regional Offices, Fraud Units
Information Maintained:	Name, birth date, address, telephone number, spouse, social insurance number, gender, convictions, repayments, restitutions, type of investigations, dates, reports summons, warrants for arrest, subpoenas to witness, witness statements, search warrant. Information is maintained in paper files.
Individuals:	Clients, family members, witnesses, reporting agencies.
Use:	Information is used to investigate allegations/complaints regarding violation of income and child support and benefit programs.
Legal Authority:	Administration Act, Alberta Evidence Act, Criminal Code of Canada, Government Organization Act, Income Support and Recovery Act, Maintenance and Recovery Act.

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Legal Administration

PIB #:	25
Location:	Legislative Services
Information Maintained:	May include information concerning the development of departmental legislation and legal support services. Limited personal information is stored electronically and in paper form in relation to litigation, administrative appeals and appointments to ministry agencies and may include name, address, telephone number and employer information. Information is maintained in paper files.
Individuals:	Clients and public
Use:	Departmental legislation and legal support services, litigation, administrative appeals and appointments to ministry agencies.
Legal Authority:	Government Organization Act, Legal Professions Act