

## **Directory of Personal Information Banks Alberta Tourism, Parks and Recreation**

### **STAKEHOLDER/CONTACT LISTS**

<b>PIB #:</b>	1
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, address, telephone numbers, and e-mail addresses.
<b>Individuals:</b>	Individuals receiving correspondence, information or publications relating to programs or services delivered by the public body.
<b>Use:</b>	Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs.
<b>Legal Authority:</b>	The statute allowing the particular public body to deliver its programs and services.

### **EMPLOYEE DIRECTORIES/GOVERNMENT OF ALBERTA TELEPHONE DIRECTORY**

<b>PIB #:</b>	2
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, office telephone numbers, office name and address, e-mail 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>	<i>Public Service Act</i>

### **EXPENSE CLAIMS**

<b>PIB #:</b>	3
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers traveled, purpose of travel, and other expenses claimed.
<b>Individuals:</b>	Alberta public body 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>	<i>Public Service Act</i>

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### **CONTRACT MANAGEMENT SYSTEM**

<b>PIB #:</b>	4
<b>Location:</b>	Various offices of the public body.
<b>Information Maintained:</b>	Name, address, telephone numbers, e-mail address, banking information and fee amount.
<b>Individuals:</b>	Individuals who are under contract or agreement to provide products or services to the public body.
<b>Use:</b>	To manage the contract or agreement arrangements of payments upon delivery of products or services.
<b>Legal Authority:</b>	<i>Financial Administration Act</i>

### **FINANCIAL MANAGEMENT**

<b>PIB #:</b>	5
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	Name, address, telephone numbers, e-mail address, financial information, amount paid or outstanding.
<b>Individuals:</b>	Individuals who pay or owe money to the Government of Alberta.
<b>Use:</b>	To collect outstanding revenue or repay overpayments.
<b>Legal Authority:</b>	<i>Financial Administration Act</i>

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT REQUESTS**

<b>PIB #:</b>	6
<b>Location:</b>	Freedom of Information and Protection of Privacy Coordinator's office.
<b>Information Maintained:</b>	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.
<b>Individuals:</b>	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
<b>Use:</b>	Respond and process requests, compile statistics.
<b>Legal Authority:</b>	<i>Freedom of Information and Protection of Privacy Act, s.33(c)</i>

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### **CORRESPONDENCE/ACTION REQUEST TRACKING**

<b>PIB #:</b>	7
<b>Location:</b>	Various offices of the public body
<b>Information Maintained:</b>	May include name, address, telephone numbers, and e-mail addresses and other personal information included by the originator within the content of the correspondence.
<b>Individuals:</b>	Individuals requesting information or a response from a public body senior executive.
<b>Use:</b>	To manage receipt of and responses to correspondence, inquiries and briefings.
<b>Legal Authority:</b>	<i>Freedom of Information and Protection of Privacy Act</i> , s.33(c)

### **EMPLOYEE FILES**

<b>PIB #:</b>	8
<b>Location:</b>	Human Resources, personnel branches or job locations.
<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/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.
<b>Individuals:</b>	Alberta public body employees.
<b>Use:</b>	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.
<b>Legal Authority:</b>	<i>Public Service Act</i>

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### **JOB COMPETITIONS**

<b>PIB #:</b>	9
<b>Location:</b>	Human Resources or Personnel Branches.
<b>Information Maintained:</b>	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.
<b>Individuals:</b>	Applicants for Alberta public body jobs.
<b>Use:</b>	Document the hiring process and provide statistical data.
<b>Legal Authority:</b>	<i>Public Service Act</i>

### **BUSINESS REPRESENTATIVES**

<b>PIB #:</b>	10
<b>Location:</b>	Various business units of the public body.
<b>Information Maintained:</b>	Business contact information-Name, address, telephone number and/or cell phone number, fax number, email address, title, company/organization name.
<b>Individuals:</b>	Individuals that represent organizations registered in a program administered by the business unit.
<b>Use:</b>	To contact the business representative with respect to any issue concerning the organization.
<b>Legal Authority:</b>	The statute allowing the business unit to administer its program.

### **INFORMATION REQUESTORS**

<b>PIB #:</b>	11
<b>Location:</b>	Various business units of TPR.
<b>Information Maintained:</b>	May include name, address, telephone number, email address.
<b>Individuals:</b>	Individuals or business representatives who request information.
<b>Use:</b>	To process requests for publications, including electronic newsletters and photo and video images.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> .

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### CUSTOMERS

<b>PIB #:</b>	12
<b>Location:</b>	Various business units of TPR.
<b>Information Maintained:</b>	May include name, address, email address, telephone number, birth date, credit card information.
<b>Individuals:</b>	Individuals who purchase maps from Travel Alberta, ski passes from the Canmore Nordic Centre or participate in a tourism survey when they visit a Travel Alberta Visitor Information Centre.
<b>Use:</b>	To process orders and payments or conduct visitor surveys.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> and statutes where applicable.

### EVENT REGISTRANTS

<b>PIB #:</b>	13
<b>Location:</b>	Various business units of TPR.
<b>Information Maintained:</b>	May include the individual's name, address, telephone number, vehicle license plate, email address, or credit card information.
<b>Individuals:</b>	Business representatives who apply for a permit or individuals who register to attend an interpretative tour, reserve a campsite, attend the Leadership Summit or participate in the National Coaching Certificate Program.
<b>Use:</b>	To register the individual in the program.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> and statutes where applicable.

### VOLUNTEERS

<b>PIB #:</b>	14
<b>Location:</b>	Divisional Office, Human Resources or sites/locations where volunteer services are provided.
<b>Information Maintained:</b>	May include name, address, telephone number, resume/application for volunteer (education, skills, employment and volunteer experiences, references), security clearance, driving records, medical reports and accident reports.
<b>Individuals:</b>	Applicants and individuals selected to be volunteers at a site or facility.
<b>Use:</b>	Screen and place volunteers and record the volunteer's work history and hours.
<b>Legal Authority:</b>	<i>Public Service Act</i>

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### **CONTEST ENTRANTS**

<b>PIB #:</b>	15
<b>Location:</b>	Various business units of TPR.
<b>Information Maintained:</b>	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.
<b>Individuals:</b>	Individuals who enter contests hosted or sponsored by the business unit.
<b>Use:</b>	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.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> .

### **SPORT RECOGNITION AWARDS NOMINEES/RECIPIENTS**

<b>PIB #:</b>	16
<b>Location:</b>	Alberta Sport, Recreation, Parks and Wildlife Foundation
<b>Information Maintained:</b>	May include name, address, telephone number (home and business) cell number, email address, birth date; individual athletic events competed and accomplishments; coach/official/volunteer activities, certifications and contributions made to the sport; photograph of the nominee.
<b>Individuals:</b>	Individuals who have been nominated for the following awards: (a) Athlete and Team of the Year Awards. (b) Coaching Recognition Awards. (c) Officiating Recognition Awards. (d) Sport Volunteer Recognition Awards Information about the nominator; Provincial Sports Association Contact; Nominee's Coaches; Nominee Endorser.
<b>Use:</b>	To select individuals to receive an award, which will be presented at the annual Alberta Sport and Recreation Leadership Summit –Awards Banquet.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> .

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### **WILLIAM WATSON LODGE VISITORS/REPRESENTATIVES**

<b>PIB #:</b>	17
<b>Location:</b>	Kananaskis Country Operations-Canmore
<b>Information Maintained:</b>	Name, name of representative, age of applicant, address of applicant or Guardian, telephone number, health condition, and income supplements.
<b>Individuals:</b>	Individuals who have severe disabilities and their representatives.
<b>Use:</b>	To determine the eligibility of an applicant to receive overnight accommodation at the lodge.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> and the <i>Provincial Parks Act</i> .

### **LAND DONORS**

<b>PIB #:</b>	18
<b>Location:</b>	Sport and Recreation Branch
<b>Information Maintained:</b>	Name, address, telephone number, cell number, email address and copy of the donor's will.
<b>Individuals:</b>	Individuals who want to donate land to the Alberta Sport, Recreation, Parks and Wildlife foundation.
<b>Use:</b>	To issue tax receipts, to allow for the transfer of land title and to complete any legal documents that are needed to complete the land donation.
<b>Legal Authority:</b>	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> and the <i>Alberta Sport, Recreation, Parks and Wildlife Foundation Act</i> .

### **ALBERTA GAMES ATHLETES/VOLUNTEERS**

<b>PIB #:</b>	19
<b>Location:</b>	Sport and Recreation Branch
<b>Information Maintained:</b>	May include name, date of birth, address, phone number (home and work), cell number, e-mail address, emergency contact relationship and phone number, shirt size, driver's license number and class, medical conditions, Alberta Health Care Number.
<b>Individuals:</b>	Athletes and volunteers who have registered for the following games: (a) Alberta Winter Games (b) Alberta Summer Games (c) Alberta 55 Plus Winter Games (d) Alberta 55 Plus Summer Games.
<b>Use:</b>	To register eligible athletes and volunteers and provide them information about the games.
<b>Legal Authority:</b>	<i>Section 33(c) of the Freedom of Information and Protection of Privacy Act.</i>

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### **DEVELOPMENT INITIATIVES PROGRAM RECIPIENTS**

<b>PIB #:</b>	20
<b>Location:</b>	Alberta Sport, Recreation, Parks and Wildlife Foundation.
<b>Information Maintained:</b>	Name, address, work telephone number, home telephone number, email, fax, resume, support documentation from provincial sport or recreation association.
<b>Individuals:</b>	Individuals working in the areas of sport, recreation, parks and wildlife.
<b>Use:</b>	To support individuals for project and program related endeavours, including athletes in the “training to win” stage of their Long Term Athletic Development (LTAD) model.
<b>Legal Authority:</b>	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> and Section 2 of the <i>Recreation Development Act</i> .

### **DONATION FUND PROGRAM DONORS**

<b>PIB #:</b>	21
<b>Location:</b>	Alberta Sport, Recreation, Parks and Wildlife Foundation.
<b>Information Maintained:</b>	Name, address, telephone number and additional personal information that may have been provided in a letter of donation by an individual.
<b>Individuals:</b>	Individuals who have donated money or other financial assets to the Alberta Sport, Recreation, Parks and Wildlife Foundation.
<b>Use:</b>	To accept the donations and issue tax receipts.
<b>Legal Authority:</b>	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> and Section 2 of the <i>Recreation Development Act</i> .

### **PODIUM ALBERTA PROGRAM RECIPIENTS**

<b>PIB #:</b>	22
<b>Location:</b>	Alberta Sport, Recreation, Parks and Wildlife Foundation.
<b>Information Maintained:</b>	Name, permanent address and previous addresses, telephone number, e-mail address, birth date, funding from Sports Canada, statement of living expenses, the name of a parent or guardian if the applicant is under the age of 18 and the name of a witness to the signatures on the application.
<b>Individuals:</b>	High performance athletes who are resident in Alberta.
<b>Use:</b>	To determine the eligibility of the applicant to receive a grant to help with their living and training expenditures.
<b>Legal Authority:</b>	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> and Section 2 of the <i>Recreation Development Act</i> .

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### **COACH AND OFFICIAL DEVELOPMENT INITIATIVE RECIPIENTS**

<b>PIB #:</b>	23
<b>Location:</b>	Alberta Sport, Recreation, Parks and Wildlife Foundation.
<b>Information Maintained:</b>	Name, address, home telephone number, business telephone number, e-mail address, sources of funding and the name of a witness to the signature on the application.
<b>Individuals:</b>	Coaches and officials who are in a unique situation (apprenticing, geographically isolated, disadvantaged).
<b>Use:</b>	To determine the eligibility of the applicant to receive a grant to pursue educational or developmental opportunities.
<b>Legal Authority:</b>	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> and Section 2 of the <i>Recreation Development Act</i> .

### **CAMPGROUND RESERVATION AND REGISTRATION SYSTEM (CRRS)**

<b>PIB #:</b>	24
<b>Location:</b>	Parks Division
<b>Information Maintained:</b>	Name, country, postal or zip code, email address, password, license plate number, reservation details, telephone number, full address.
<b>Individuals:</b>	Campers and fellow campers (group camping)
<b>Use:</b>	To reserve a campsite at a provincial campground; fulfill the camper's service needs; evaluate the parks program.
<b>Legal Authority:</b>	Section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> .

### **RECREATION VOLUNTEER RECOGNITION AWARD**

<b>PIB #:</b>	25
<b>Location:</b>	Recreation Services Branch
<b>Information Maintained:</b>	Name, address, telephone number (home and business) cell number, email address, volunteer activities, accomplishments, awards received, certifications received, honors received, photograph of nominee. Also includes information about the nominator(s), name, address, telephone number cell number email address.
<b>Individuals:</b>	Individuals who have been nominated for the Recreation Volunteer Recognition Awards.
<b>Use:</b>	To select an individual to receive an award, which will be presented at the annual Alberta Recreation and Parks Association (ARPA) Conference and Energize Workshop.
<b>Legal Authority:</b>	Section 33(c) of the Freedom of Information and Protection of Privacy Act.

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### **ALBERTA'S FUTURE LEADERS PROGRAM – YOUTH LEADERSHIP CAMP PARTICIPANTS**

<b>PIB: #:</b>	26
<b>Location:</b>	Alberta Sports, Recreation, Parks and Wildlife Foundation.
<b>Information: Maintained:</b>	Name, address, phone number, cell number, qualifications, next of kin contact in emergencies, name of parents/guardian, medical information
<b>Individuals: Use:</b>	Individuals eligible to attend a Youth Leadership Camp organized by the ASRPWF. To select and invite participants for the Youth Leadership Camps, to contact parents/guardians in case of emergency, to make hotel/motel reservations, to identify who is permitted at the camp host facility, to identify who is first eligible to be invited to the 2 <sup>nd</sup> camp.
<b>Legal Authority:</b>	Section 33(c) of the Freedom of Information and Protection of Privacy Act.