

Directory of Personal Information Banks

Alberta Children and Youth Services - Full Directory of PIB's

Financial Management

PIB #:	1
Location:	Accounting branches or Financial Services.
Information Maintained:	Name, address, telephone number, e-mail address, financial information and amount outstanding.
Individuals:	Individuals who owe money to the Government of Alberta.
Use:	To collect outstanding revenue or repay overpayments.
Legal Authority:	Financial Administration Act

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Various offices of the public body.
Information Maintained:	Name, office telephone and fax numbers, office name and address, e-mail address and position title.
Individuals:	Employees of ACYS.
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 address, 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:	ACYS 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:	Public Service Act

Expense Claims/ExClaim

PIB #:	4
Location:	Accounting or Financial Services.
Information Maintained:	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometres travelled, purpose of travel and other expenses claimed.
Individuals:	ACYS employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
Use:	To process expense claims.
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, 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:	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 ACYS.
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, telephone numbers, application form, resume, references, samples of work, job advertisements, screening and evaluation results, and appointment for successful candidate.
Individuals:	Applicants for Alberta public body jobs.
Use:	Document the hiring process and provide statistical data.
Legal Authority:	Public Service Act

Mailing Lists

PIB #:	8
Location:	Various offices of Alberta Children and Youth Services
Information Maintained:	May include name, address, telephone numbers, and e-mail addresses.
Individuals:	Individuals receiving correspondence, information or publications.
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.

Contract Management System

PIB #:	9
Location:	Various offices of the Ministry.
Information Maintained:	May include name, address, telephone numbers, e-mail address, banking information.
Individuals:	Individuals who are under contract or agreement to provide products or services to ACYS.
Use:	To manage the contract or agreement arrangements or payments upon delivery of products or services.
Legal Authority:	Financial Administration Act