

Directory of Personal Information Banks

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

Delegations and Appointments

PIB #:	10
Location:	Various offices of the Ministry.
Information Maintained:	May include name, age, address, phone number, and/or place of business.
Individuals:	Ministry staff nominated or delegated by the Minister or delegate.
Use:	To manage the review, notification and acceptance of individuals to responsibilities associated with authority levels assigned by a Minister or Director.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child, Youth and Family Enhancement Act; Family Support for Children with Disabilities Act; Child and Family Services Authorities Act

Ombudsman Reviews

PIB #:	11
Location:	Human Resources
Information Maintained:	May include materials and evidence of activities related to individual complaints taken before the Ombudsman. Includes information such as name, address, other personal identifiable information gathered resulting in an investigation, and any decisions communicated.
Individuals:	Individual employees and any other participant involved in the resulting investigation and decision, which may include third party.
Use:	To conduct impartial investigations on receipt of written complaints from individuals who believe they have treated unfairly by the provincial government.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Ombudsman Act

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Human Rights Commission Reviews

PIB #:	12
Location:	Human Resources
Information Maintained:	May include materials and evidence of activities related to individual complaints taken before the Human Rights Commission. Includes information such as name, address, other personal identifiable information gathered resulting in an investigation, and any decisions communicated to the Human Rights Commission including reconciliation reports, opinions, investigative reports and Commission decisions.
Individuals:	Individual employees and any other participant involved in the resulting investigation and decision, which may include third party.
Use:	To conduct impartial investigations on receipt of written complaints from individuals who believe they have been discriminated against within the protected areas of activities and grounds of the HRCM act.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Human Rights Citizenship and Multiculturalism Act

Litigation Monitoring

PIB #:	13
Location:	Litigation Support/Legal Services
Information Maintained:	May include name, date of birth, address and address of the family in question
Individuals:	Individual plaintiffs including individuals acting on behalf of another person (third party)
Use:	To collect information on potential litigants for the purpose of ensuring that the rights of individuals are protected.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child, Youth and Family Enhancement Act; Public Trustee Act

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Ex-Gratia Review and Decisions

PIB #:	14
Location:	Various offices of the Ministry.
Information Maintained:	May include name, address, phone numbers, financial information, and insurance information.
Individuals:	Contracted individuals acting as agents of the crown.
Use:	Manage the review of request from contract agents for reimbursements due to losses or damages incurred while acting as agents of the crown, and any resulting decisions.
Legal Authority:	Freedom of Informaiton and Protection of Privacy Act; Child, Youth and Family Enhancement Act

Individual Litigation Cases

PIB #:	15
Location:	Litigation Support/Legal Services
Information Maintained:	May include name, birth date, gender, home and office address, telephone numbers.
Individuals:	Individuals involved in litigation.
Use:	Providing services and support to the Ministry before, during and after a trial or hearing..
Legal Authority:	Freedom of Informaiton and Protection of Privacy Act; Child, Youth and Family Enhancement Act

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Child Intervention Case Files

PIB #:	16
Location:	Program Quality and Support - Child and Family Services
Information Maintained:	Information may include - name, date, address - telephone number, sex, race, ethnic origin, identification number, blood type, genetic or inheritable characteristics, name, address and birth date of parents/guardians; case analysis; child's social and family history; case reviews, medical assessments, educational records, immunization record; psychological and family therapy; psychiatric assessments and reports, guardianship orders; agreements; supervision orders; terms of orders; consent form by guardian/child custody agreements; registration of birth, personal statements or professional opinions about the child or associated individuals, summaries of telephone conversations, meetings, home studies, parenting reports, case notes.
Individuals:	Parent, child, siblings, guardians, other family members, prospective foster parents, adoptive parents, persons informing or reporting of a child in need.
Use:	Protects children in need by providing intervention and enhancement services.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child Youth and Family Enhancement Act; Protection of Sexually Exploited Children Act; Drug Endangered Children Act

Adoptions Management

PIB #:	17
Location:	Program Quality and Supports - Child and Family Services
Information Maintained:	May include name, address, home assessments, sealed adoption file by Court of Queen's Bench, adoptive parent application, adoption profile pages, natural parent, registration of birth and change of name, petitioner name, adoption order.
Individuals:	Individuals receiving supports from the Ministry.
Use:	This is required for performing placement services and post adoption registration of placed children. Adoption can include direct placement, placement by an agency, or international adoption.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child Youth and Family Enhancement Act

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Reviews and Appeals

PIB #:	18
Location:	Community Strategies and Support - Governance Services
Information Maintained:	May include name, address, telephone number, appellant name, guardian, caregiver, reports, findings, outcomes and recommendations of special case reviews (fatality enquiries) are not produced for public information.
Individuals:	Individuals appealing to the Ministry, clients and possible third parties.
Use:	This is the review of decisions by the Director of the CYFE Act or the request by the Minister to review individual cases.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child Youth and Family Enhancement Act; Family Support for Children with Disabilities Act

Individual Assessments and Certifications

PIB #:	19
Location:	Community Strategies and Support - Child Development
Information Maintained:	May include name, address, birth date, individuals qualifications to provide services, criminal record checks.
Individuals:	Individuals employed by a facility to provide care and services to children.
Use:	This is the activities associated with the granting of a qualification to a person intending to provide Early Childhood Education services and care to a child.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child Care Licensing Act

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Child and Family Supports - Client Intake

PIB #:	20
Location:	Program Quality and Supports - Child and Family Services Community Strategies and Support - Youth Strategies
Information Maintained:	May include family name, child, youth, address, financial information or any other personal identifiable information to assist in meeting the needs of a child and families with special needs.
Individuals:	Individuals receiving supports by the Ministry through FSCD, financial subsidies, youth strategies, Early Childhood Development, Kin Care, Supports for Permanency, parenting resources, parent link centres, home visitation, FCSS, Foster Care, DFNA.
Use:	This is used for the activities associated with the development and administration of programs designed to provide support services to a parents and related caregivers in meeting the needs of a child or parents with special requirements.
Legal Authority:	Freedom of Information and Protection of Privacy Act; Child Youth and Family Enhancement Act; Family Support for Children with Disabilities Act; Child and Family Services Authorities Act; Family and Community Support Services Act.

Individual Prevention Programs

PIB #:	21
Location:	Prevention of Family Violence and Bullying
Information Maintained:	May include name, sex, age, health conditions, address, billing information, telephone numbers - names of clients, date of birth, marital status.
Individuals:	Individuals that are accessing the facility.
Use:	A preventative initiative is a series of activities by a program unit that may be initiated prior to an intervention by Children and Youth Services.
Legal Authority:	FOIP Act, CYFE Act, Protection Against Family Violence Act