

City of St. Albert Directory of Personal Information Banks - As of January 2018

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Assessment Roll	Property owner name, personal mailing address, declared school support	Property owners	General public viewing as per legislated requirement	General public, for viewing within the Assessment Office only, during normal working hours	<i>Municipal Government Act</i> Sections 303-304, 307	Assessment Services
Surveys	Business Name, address, phone number, email, website, fax number, emergency contacts, description of business, contact name, survey questions (year established, # of employees, etc.)	Licensed Businesses	Data analysis	Business Licensing/Economic Development, other Internal Departments on request	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Business License Bylaw 43/2000	Business & Tourism
Online/Public Business License Directory	Business Name, Address (commercial businesses only), phone number, email, website, fax number, description of business, contact name	Licensed Businesses who consent to be listed on the directory	Promote local businesses to St. Albert residents, maintain resource to direct residents towards when they ask about local businesses	Public	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Business License Bylaw 43/2000	Business Licensing
Permit Referrals Folder	Business Name/Contact Information, Business Owner Name/Contact Information, proposed business location	Business Owners / their proposed business	Administration of the Business Licensing Program	Business Licensing	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Business License Bylaw 43/2000	Business Licensing
Business Licensing Database	Business Name/Contact Information, Business Owner Name/Address/Contact Information, Account History (payments, transactions, events, previous locations, previous owners)	Licensed Businesses & Business Owners	Data Collection, Administration of the Business Licensing Program	Business Licensing, Information Technology, anyone given access to Tempest Licensing Module	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Business License Bylaw 43/2000	Business Licensing
Mailing Lists	Name, address, fax, phone number and e-mail	Individuals who send letters to the City	Assisting with responding to requests/complainants from individuals	City Manager's staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	City Manager's Office
Visitor Sign in Register	Name, date, time in/out, purpose	Visitors to the third floor in City Hall	Security and safety	3rd Floor reception, Fire Warden in case of evacuation, Police in case of criminal or mischief behaviour	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	City Manager's Office
Block Party Database	Name, address, phone, email	Block Party organizer	Program administration	Project/Administrative Assistant, Neighbourhood Development Coordinator, Neighbourhood Watch, Block Party Volunteers	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Crisis Fund Clients	Name, address, reasons for using crisis fund, children's names and ages	User	Program administration	CSD Project/Administrative Assistant, CSD Community Development Coordinator	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Emergency Reception Centre Volunteers	Name, address, phone, email, criminal record check	Reception Centre Volunteers	Program administration	CSD Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Employee Files	Name, performance, training records	employees of Community & Social Development Department	Staff performance, retention	Director and/or Managers, HR	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department

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Event Attendees	Name, email, phone	Attendees	tracking attendance for planning purposes	CSD Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Membership List	Name, address, volunteer hours, email	Youth Council members, BAM members, Committee members, Working Group Members, Neighbourhood Network, Community Connectors	Program operation and evaluation	CSD Staff, membership	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Partner Contacts Database	Name, Position Title, Company, Phone, Email	Members of partner agencies	Contact lists	CSD Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Photo Releases	Picture, name, signature	individuals in the pictures	to track photo release permissions for use of the pictures	CSD Staff, Communications	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Practicum Students	Name, address, phone number, schedule, performance appraisals	College and University practicum students	Program operation, student evaluation	Supervisor, Director, Manager, Project/Administrative Assistant	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Safety Binder	Incident Reports/Near Miss Reports - name, date of incident, description of injury. Safety Training Records	Employees of Community & Social Development Department	Safety of employees and guests	CSD Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act</i>	Community & Social Development Department
Staff Vacation Calendar	Name, schedule		Staff planning	CSD Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
Volunteers	Name, address, phone, email, resume, interview notes, performance, hours log, criminal record check	Volunteers	Track volunteers and volunteer hours. Program operation and evaluation	Supervisor, Director, Manager, Admin	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department
The Collective - Entrepreneurs Program	Name, address, phone, email, agreements, lease records	Youth entrepreneurs	Program administration	CSD Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department - The Collective
The Collective - 300 Tenants	Name, address, phone email, agreements, lease records	Business owners/tenants	Program administration	CSD Staff, Economic Development	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community & Social Development Department - The Collective / Or Economic Development?
*Commemorative Bench Program	Name, address, phone number, email	Applicants (may be residents or from outside the City)	Application/agreement for bench	Environment, Recreation & Parks Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Community Rec Coordinator's Office - Rec & Parks
Corporate Communications and Design (CCAD) Contact List	Name, work, home and cell phone number	Branch Staff	Ability to contact branch staff in an emergency	Branch staff only	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Corporate Communications and Design (CCAD)
Photo Release Form	Name, images and signature	Individual photo capture	To obtain permission to capture and use images of individuals	CCAD staff have direct access; other City staff have access via CCAD;	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Corporate Communications and Design (CCAD)
St. Albert Confidential Emergency contact List	Name, work, home and cell phone number	City Personnel	Emergency contacts for key staff members	Senior Leaders, EOC, CCAD, members on list	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Corporate Communications and Design (CCAD)

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Surveys	Name, address and email	Residents of the City	To measure the level of satisfaction with City programs and services	Corporate Planning Staff, vendor (Bannister)	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Corporate Planning
Advertising List	name, address, phone and email	Alberta advertisers	To contact regarding print/radio/tv advertising	Cultural Services Marketing Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services
Media List	name, address, phone and email	Alberta media	To contact media (marketing and publicity)	Cultural Services Marketing Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services
Invite lists for a variety of events	Name, email address	Possible attendees to specified event	Invite list	Cultural Project Assistant	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services
Mayors Arts Awards Nominations	Name, address, email,	Nominees & Nominators	Possible Recipient of an Arts Award	Cultural Services staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services
School Mail lists	Teachers name, school, address	Children's Festival Staff	Mailouts, surveys	Cultural Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services
Buyers list	name, address, phone and email	Arden Theatre ticket purchasers	To sell tickets to events held at the Arden Theatre	Cultural Services Marketing Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Arden Theatre
Mailing List	Name and address	Arden Theatre Customers	To mail the season brochure	Cultural Services Marketing Staff and Programmer	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Arden Theatre
Performance contracts	Name, address, phone number and e-mail	Arden Theatre performers	Contract performers for our professional and Family series'	Cultural Programming Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Arden Theatre
Rental Contracts	Name, address, phone number, email,	Arden Theatre renters	To create contract with people/companies/organizations/schools who rent the theatre	Theatre Services and Programming	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Arden Theatre
Volunteer Board	Name, address, phone number and e-mail	Arden Theatre Friends Board	Contact amongst members and for meetings	Cultural Programming Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Arden Theatre
Volunteers	Name, address and phone number and email	Arden Theatre Volunteers	To fill volunteer positions for any event held in The Arden Theatre	Front of House Coordinator	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Arden Theatre
Buyers list	name, address, phone and email	Festival ticket purchasers	To sell tickets to events held during the Children's Festival	School liaison and Marketing team	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Children's Festival
Festival Master List - Invite list	Name, Business name, position or title , address, email, phone (home and work)	Possible attendees (Govt & Funders, MLA< Municipal Gov, Organizations, Sponsors, School Boards, City Staff, AHF	Invite list	Cultural Project Assistant, Cultural Development Coordinator	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Children's Festival
Performance contracts	Name, address, phone number and e-mail	Children's Festival performers	Contract performers for our professional and Family series'	Cultural Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Children's Festival
Volunteer Board	Name, address, phone number and e-mail	Children's Festival Friends Board	contact amongst members and for meetings	Cultural Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Children's Festival

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Volunteers	Name, address, phone number and e-mail	Festival Volunteers	To fill volunteer shifts required during the Festival	Volunteer Team	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Children's Festival
Volunteer Board	Name, address, phone number and e-mail	Children's Theatre Friends Board	Contact amongst members and for meetings	Cultural Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Children's Theatre
Participant List	Evaluation and program feedback	Performing Arts participants	Contact, survey of class taken	Performing Arts staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Performing Arts
SACT actors	Name, address and phone number and email (for them and their parents)	Children's Theatre actors	To have contact information for communicating during the rehearsals and performances	Cultural Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - St. Albert Children's Theatre
SACT DVD Sign out / Sign In sheet	Name, phone number	General Public Sign Out	SACT DVD Sign in and Sign out sheet	Cultural Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - St. Albert Children's Theatre
Design Consultants Mail list	Name, address, phone number and e-mail	Visual Arts Consultants	Consulting	Cultural Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Visual Arts
Membership List	Name, address, phone number and e-mail	Visual Arts (SAPVAC and PAAC) members	Information sharing (master classes and ?)	Visual Arts Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Visual Arts
Public Art Artist & Conservator Contact Information	Name, address, phone number, e-mail and project name	Visual Arts Contacts	Contact Information	Cultural Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Visual Arts
Public Art ITT Mail list	Name, Company and email	Visual Arts vendors	Tender mailout	Cultural Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Visual Arts
VA Guild Key Sign Out and Sign In sheet	Name, phone number	Guild Use, AGSA Staff and Instructors	Key Sign in and Sign out sheet	Visual Arts staff, CPS front office, Guild members	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Cultural Services - Visual Arts
Arbor Day registration	Teacher names, photo release forms	Teachers and students attending event	Scheduling, photo release for one class/year	Environment, Communications Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Environment Services
Clean & Green River Fest sign in form	May contain name, address, email	Registrants	Sign in for numbers and future contact	Environment Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Environment Services
Environmental Initiatives Grant Program	Name, address and phone number	Applicants	Application and grant final report administration and clarification	Environment Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Environment Services
Partners in Parks database & forms	Name, address, phone number, email, signature	Partners (mainly residents)	Signed agreement with City, requests for assistance	Public Works, Environment Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Environment Services
Tree Planting on Public Property forms	Name, address, phone number, email	Residents	Application with City, letter of approval	Public Works, Environment Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Environment Services

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Counselling Client Files	Name, birth date, address, email, phone, family members names and addresses and phone and email, reason for referral, counsellor's notes, session notes, Mental Health Assessment Reports, Learning Development Assessment Reports, referrals made, custody status, other professionals and agencies involved	Counselling clients (youth), their family members	To facilitate counselling, Reporting, Statistics and follow up	FSL Counsellors, Community Intake Counsellor, Director, Manager, CSD Project/Administrative Assistant	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act, Health Professions Act</i>	Family and School liaison program, Community Intake Program
Certificate of Motor Vehicle Insurance Coverage (Internal form)	Name, position/title, name of insurance company, policy number, policy period, signature of Insurance Broker, employee signature	Employees of the City who use their personal vehicle to conduct City business, Insurance Brokers	To ensure proper insurance coverage	Finance Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Deposit Request (Internal form)	Name on credit card, credit card number, expiry date, CVD	Customers who provide credit card information over the phone	Collect and process payment	Finance Staff, staff who collect payment information	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Direct Deposit Authorization Agreement(Internal form)	Payee information: legal registered name, address, phone number, fax number, email. Financial Institution Information: Name of financial institution, address, branch number, financial institution number, account number. Name, signature, date, void cheque	Payees	Payees who want to have payments from the City directly deposited	Accounts Payable, Banking Institution	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Direct Deposit Enrolment Authorization (External)	Vendor information: legal registered name, address, phone number, fax number, email. Financial Institution Information: Name of financial institution, address, branch number, financial institution number, account number. Name, signature, date, void cheque	Vendors	Vendors who want to have payments from the City directly deposited and to provide vendors with an Advice Slip	Accounts Payable, Banking Institution	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Dog License Payments	Dog license holder's name, address, phone number and dog breed and sex	Individuals who make payment at City Hall for dog licenses	Collect and process payment. Administration of the licensing and regulation of dog licensing	Revenue Services Staff, Municipal Enforcement	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Sections 7 and 8 of the Municipal Government Act. Animal Bylaw 11/2013</i>	Financial Services
Invoices (General Services)	Name, address, amount owed, email address	Companies/corporations, individuals, other organizations including government	Collect and process payment	Revenue Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Meter Readings	Address, route number, reading, date and consumption	Utility customers	Billing services	Utilities staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
MyCity Registration	Name, email, phone number, password, security question, security answer	Account holders	To register for access into individual's own accounts and make payments on-line	Utilities staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services

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Patient Billing	Patient name, address, phone number location picked up at	Patients	Patient billing	Finance Staff, Fire Services Administrative Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Payment Plans	Name, address, phone number, amount owed, credit card numbers	Citizens who received ambulance services, companies/corporations, individuals	Collect and process payment	Revenue Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Pre-Authorized Withdrawals (PAWS) accounts	Name, address, bank account numbers	Utility and Tax customers	Collect and process payment	Utilities staff, Banking Institutions	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Utility applications/cancellation of services (on-line)	Name, service address, phone number, date of possession, email address, mailing address, alternate phone number, joint owner name. For Garbage account holders, legal owners, phone, email, service address, name and date.	All utility customers	Providing and cancelling service for water, sewage and garbage	Utilities staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Utility Payments	Cheques (name, address, account number, bank information)	Utility customers	Collect and process payment	Utilities staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
Wire Transfer Form (Internal form)	Beneficiary name, address account number, bank name, bank address	Vendors from out of Country	Payment for services	Finance Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Financial Services
AHS Spreadsheets	Personal identifiers including, name, address, personal health number (PHN), phone number	Patient	Patient billing	Administrative assistants responsible for billing and fire administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services
Blue Cross billing MS Access database	Patient name, address, PHN, blue cross number	Patient	Billing blue cross patients	Administrative assistants responsible for billing and fire administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services
Exacom voice recorder	Name, phone number and address of caller plus reason caller has called	Caller information from 9-1-1	Legal record of events, used by dispatchers to confirm information, support administrative functions, quality assurance, debriefing this includes recordings of landlines and radios coming into fire dispatch	Dispatchers, fire administration, restricted access	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services
FDM Computer Automated Database	Location of incident, caller information, caller phone number, what the call was for, dispatcher's notes about call	The 9-1-1 caller, location information, potential information about 3rd parties and property hazards	Records management system integrates with CAD records. So an electronic record of incidents, legal record of incident	Role dependant access and data entry ability within Fire Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services
FDM Fire inspections	Property and business name with name of business owner and contact information	Business owner, business contact	Electronic record of inspections to meet the requirement of the safety codes act for inspections according to the city's quality management plan	Role dependant access and data entry ability within Fire Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act, Safety Codes Act</i>	Fire Services
FDM Fire reports	Location of property, caller details, insurance holder and insurance details, incident details	Property owners and tenants	Electronic records of fire incidents to meet reporting requirements of the office of the fire commissioner for Alberta	Role dependant access and data entry ability forwarded within month to the Office of the Fire Commissioner.	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services

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FDM personnel records and roster	Staff information, names, contact information, shift, vacation, leave dates	Staff	Assist with phone lists and call out, scheduling staff and confirming payroll information	Staff have access to their own information, then supervisors have increasing levels of role dependant access	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services
FDM Records management system database	Location of incident, caller information, caller phone number, incident information (fire or medical) , staff responded to the incident, officer's incident notes, property records	The 9-1-1 caller, location information, potentially about the location responded to , responding crew and dispatcher names	Records management system integrates with CAD records. As an electronic record of incidents, legal record of incident and hazards identified	Role dependant access and data entry ability within Fire Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Fire Services
Patient Care Reports	Personal identifiers including, name, address, personal health number (PHN), phone number	Patient	Creation of a personal medical record of contact with patient, used for billing purposes, legal record	Role dependant access and data entry ability to data base for AHS, historical paper patient care records are stored in a secure location	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act, Health Information Act</i>	Fire Services for paper PCRs, AHS records on AHS server (we are affiliate with AHS Custodian)
Personnel Files (working copies)	Name, position evaluation, training	City employees	Evaluation and training	General Managers, Human Resources	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	General Manager Offices
Claim Files	WCB, Disability (both long term and short term) - includes name, date of birth, department, current salary, date and status of claims, SIN Number, address, personal phone number	City Employees	To track and record employee injuries or illness which prevents them from working and to provide salary continuance	Human Resources Staff	<i>Occupational Health and Safety Act, Workers Compensation Board Act</i>	Human Resources
Employment Applications	May contain name, address, phone number, email address, application form, resume, cover letter, level of education, work history	Applicants for jobs with the City	To identify potential candidates for job competitions and to determine eligibility for employment	Human Resources staff, hiring panel	<i>Employment Standards Act, Municipal Government Act</i>	Human Resources
Exit interviews	Name, Department, Position, Employee response to survey	Optional for exiting employees	To gather information to determine trends and improve work environment	Human Resources Director & Business Partner, Employee, and supervisors which the employee has given permission to share information with	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Human Resources
Grievance and Investigation Records	Name, grievance forms, Respectful workplace complaint forms, investigation notes, disciplinary notice, replies, grievance decision awards, supporting documentation, arbitration notices, communications, arbitrator decisions	Grievor, witnesses	To document the grievance process or complaint investigation process	Human Resources staff	<i>Labour Relations Act, Occupational Health and Safety Act, Section 33 (c) of the Freedom of Information and Protection of Privacy Act</i>	Human Resources

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Incident Investigations	Name, Department, phone number, number of years with City, date of birth, workplace injury/illness info (if injury/illness), incident details, if a motor vehicle incident 3rd party insurance required info, Police report (if required)	City Employees and/or 3rd party damage related info	To document incident investigation information to identify safety deficiencies and required corrective actions	Human Resources H&S Compliance Specialist, Wellness & Accommodation Coordinator, H&S Advisor, Employee, department supervisors & management (only if documenting) as originals come to HR for hardcopy	<i>Occupational Health and Safety Act, WCB Act, Alberta Transportation (NSC vehicle related)</i>	Human Resources
Leave Files	Lieu time, vacation, sick, personal, earned day off days, vacation entitlements, educational days, leaves of absence, bereavement leaves	City Employees	To track and record employee attendance, vacation entitlements and sick time	Human Resources Staff	<i>Employment Standards Act, Municipal Government Act,</i>	Human Resources
List of ID cards holders	name, photo, employee number	City Employees	To prepare id/access cards	Human Resources and selected employees who print the cards	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Human Resources
List of Retirees	Name, address	Retired employees	To contact them regarding life insurance and to invite them to events	Human Resources staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Human Resources
Long Service Awards	Name, position, years of service, Award selection	City employees	To provide recognition of long service award	HR, List of recipients is publicised for all staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , HR Policy	Human Resources
Near Miss / Hazard ID / First Aid Report	Name, Department, first aid provided, name of person providing first aid, first aider qualifications, nature of injury	City employees, honorarium staff (Census and Election workers)	To document incident investigation information to identify safety deficiencies and required corrective actions	H&S Compliance Specialist, H&S Advisor	<i>Occupational Health and Safety Act</i>	Human Resources
Personnel Files	Employee history, name, address, birthdate, application, resume, offer letter, employment and position history, criminal record checks, drivers abstracts, education, performance evaluation, discipline, payroll information, deduction amounts, salary information, salary increases, pension and benefits, training, hearing test, termination	City Employees	Personnel selection, recruitment, training, evaluation and termination	Personnel file has sub-files within: Human Resources staff and the employee - all sections Supervisor: performance section	<i>Employment Standards Act, Occupational Health & Safety, Employment Insurance Act, Municipal Government Act, Section 33 (c) of the Freedom of Information and Protection of Privacy Act</i>	Human Resources
Recruitment/Interview Files	Name, address, phone number, email address, education, employment history, references, interview scoring	Applicants for jobs with the City	To document the hiring process	Human Resources staff, hiring panel	<i>Employment Standards Act, Municipal Government Act</i>	Human Resources
Training Records	Name, position, start dates, training course completion information	City employees	To document completion of training and flag renewal dates	HR Staff, Supervisor	<i>Occupational Health and Safety Act</i>	Human Resources
Training Registration	Name, department, Course registration name	City employee	To track registration of courses	HR Staff	<i>Occupational Health and Safety Act</i>	Human Resources
Daily Department Sign in Sheet	Name, Department	City employee, Job interview applicants	To track who is currently in the department in case of safety evacuation purposes	HR Assistant and Safety Warden	<i>Occupational Health and Safety Act</i>	Human Resources

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HR Announcements	Name, Start or End date, Position, Department	City Employees	To Announce new staff or departure of existing staff	All staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Human Resources
Contacts	Name, job title, phone number, addresses, email addresses, photo	City employees with outlook account	Finding aid to email and call fellow employees	City staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Innovation and Technology
Building Permit Applications	Municipal address, legal description, Business name, applicant name, address, phone, email, property owner name, phone number, contractors, phone number, signature, fees	Applicant, property owner, contractors	To review building permit applications and to contact applicant, property owners and contractors	Inspection Services staff, public upon request	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Safety Codes Act</i>	Inspection Services
Building Permits	Permit number, municipal address, legal description, applicant name, address and phone number, property owner name, address, fees paid	Applicant, property owner	Issued Building Permit that may contain conditions	Inspection Services staff, accounts receivable, public upon request	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Safety Codes Act</i>	Inspection Services
Trade Permits (Plumbing, Electrical, Gas, HVAC, Mechanical)	Name, address, email, phone number, signature	Applicant/Contractor	To issue a building permit and to be able to contact the applicant/contractor	Inspection Services staff, Public upon request	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Safety Codes Act</i>	Inspection Services
Access and Privacy Training Registrations and sign in sheets	Name, department, business phone number	Employees who register and attend training courses, workshops and other sessions	To register employees in access and privacy training courses, workshops and sessions, and maintain lists of attendees	FOIP Office Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Application for Development Appeal	Name, Address, Telephone Numbers, Fax Number	Development Appeal Appellants	To process Development Appeals	Legislative Services Staff, Planning Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Application for Subdivision Appeal	Name, Address, Telephone Numbers, Fax Number	Subdivision Appeal Appellants	To process Subdivision Appeals	Legislative Services Staff, Planning Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Applications for Civic Agencies	Name, address, telephone numbers, email addresses, occupation, work experience, volunteer activities	Civic Agency applicants	For recruitment to various Board and Committee positions	Legislative Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Assessment Complaints Agent Authorization	Assessed Person's Name, Agent's Name, Address, Telephone Number, Fax Number, Email	Assessed Person and Assessed Person's Agent	To authorize an agent to act on behalf of the Assessed person	Legislative Services staff, Assessment staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Assessment Review Board Complaints	Complainant's Name, Address, Telephone Number, Fax Number, Email address	Complainants in Assessment Review Process	To process ARB complaints	Legislative Services staff, Assessment staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act, MGA Section 40</i>	Legislative Services
Board and Committee Membership Lists	Name, address, phone number, email, application and assignment	Board and committee members	Recruitment, selection, training, and operation of committees/boards	Legislative Services Staff (Legislative Section), Board Members	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Census Data Collected	Year of Birth, Gender, Length of Residency, Previous Residence, Employment Status, Employment Location, Student Status, Student Location, Mother Tongue, Telephone Number (possibly names in Notes fields)	Residents	To conduct a census information is collected. Quality Assurance measures require collection of telephone number	Vendor, Legislative Services Staff, Census Workers, Census Supervisors, Quality Assurance Coordinator	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Determination of Population Regulation	Legislative Services
Census Staff	Name, address, phone number, test results, evaluation, positions worked	Temporary census workers	Contact and call back	Legislative Services Staff and Census Supervisors	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Census Training Sign-in Sheets	Name, Position	Temporary census workers	To track the attendance of census workers at mandatory training sessions.	Legislative Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Election Administration Forms	Election workers names and signatures	Election workers	Certification and statements verifying information in relation to election processes	Election staff	<i>Local Authorities Election Act</i>	Legislative Services
Election Staff	Name, address, phone number, test results, evaluation, positions worked	Temporary election workers	Contact and call back	Election staff, Human Resources staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Election staff training	Election workers names and signatures	Election workers	To track the attendance of election workers at mandatory training sessions.	Legislative Services staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Freedom of Information and Protection of Privacy Act Requests	Name (including former names of the person making the request), address, phone number, description of information requested and/or reasons and evidence to correct information, fee paid, banking information, correspondence and copies of requested records	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties)	Respond and process requests, compile statistics	Information may be shared with other departments during consultations required to process and respond to formal requests made under the Act. Information may be shared with the Office of the Privacy Commissioner during investigations	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Nomination Forms	Name, Address, Telephone Number of Candidates and Name and Address of Nominators	Candidates for Municipal and School Elections and Nominators	To receive nominations for various local jurisdiction offices	Public upon request, Legislative Services Staff	<i>Local Authorities Election Act</i>	Legislative Services
Perpetual Care Contracts	Name of the deceased, date of death, purchaser, address, phone number, type of plot and location of burial, fees, burial permits	Deceased individuals, individuals who purchase/pre-purchase cemetery services	To plot allocations, plot reservations, reservations, payments and information of the deceased	Public Works, General public upon request, Finance, Funeral Home	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , <i>Cemeteries Act</i> , <i>Cemetery Bylaw</i>	Legislative Services
Registered Speakers Forms	Name, Address, Telephone Number, Email Address	Speakers who register for Public Presentations/Appointments	To register the speaker for a council meeting	Legislative Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Legislative Services
Voting Register	Name, address, school trustee choice, signature. Could contain name of objection to vote and reason, physical condition of voter	Voters	Statement of Eligibility	Election officials at voting station	<i>Local Authorities Election Act</i>	Legislative Services
Mailing Lists	Name, address, fax, phone number and e-mail	Individuals s who send letters or email to the City	Assisting with responding to requests/complainants from individuals	Mayor's Office staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Mayor's Office

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Animal Control Records	Name, address, phone number and possibly email address of complainants, victims, witnesses, animal owners and property owners, tenants, agents, trustees, photographs, licensing information, complaint information, notes, notices, legal documents (summons information, hearing notes and decisions, etc.), veterinary records, public health records, breeder information, including animal source information, animal name, description, weight and tattoo or microchip information	Victims, complainants, tenants, witnesses, trustees, agents, property owners	For identification of animals and their owners and to establish lawful ownership, public health to track communicable diseases and to monitor animal health, investigative purposes	Municipal Enforcement staff, Legal, Public Works (dispatch), Taxation Department, Licensing staff, Prosecutor, Court Clerks, Provincial Judges or Justice of the Peace, local veterinary clinics/hospitals, and other animal and government agencies	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Animal Bylaw 11/2013	Municipal Enforcement
Application for Alarm Permit	Alarm address, Name, Date of Birth, Driver's License, Home Phone, Work Phone, Cell Phone, email. If non-for-profit, President, Vice-President, Secretary and Treasurer names and phone numbers	Property owner, business owner that have alarm system permits	Billing purposes for contact information and investigation with possible charges under the bylaw. False alarm charges	Municipal Enforcement Staff, Information Technology Staff, Fire Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Alarm Systems Bylaw 25/2002	Municipal Enforcement
Case Files	Name, address phone number, email address of complainant, victim, witnesses, animal owners and property and business owners, tenants, trustees, agents, photographs, maps, witness statements, licensing information, notes, notices, legal documents (summons information, first attendance, screening and hearing decisions, prosecution files and dispositions), public health records	Victims, complainants, witnesses, property and business owners, trustees, agents and tenants	Enforcement and investigation of potential bylaw infractions and evidence for potential court prosecution, providing updates to complainants, legal requirements for prosecution purposes, disposition of complaints and/or investigations, For identification of animals and their owners and to establish lawful ownership, public health to track communicable diseases and to monitor animal health, investigative purposes	Municipal Enforcement staff, Licensing staff, other City departments as appropriate, Legal Services, Taxation Department, Prosecutor, Court Clerks, Provincial Judges or Justice of the Peace, local veterinary clinics/hospitals, other government agencies and Departments as required	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Animal Bylaw 11/2013	Municipal Enforcement
Dash Cam Video	Video images and audio of traffic stops	Registered vehicle owners, agents, trustees, business owners/operators and drivers	Evidence for potential court prosecution.	Municipal Enforcement Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , <i>Traffic Act</i>	Municipal Enforcement
Dog License Information	Owner's name, address, postal code, phone number, email, payment information	Licensed dog owners	To identify and locate dog owners, process applications and issue new licenses	Municipal Enforcement Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , Animal Bylaw 11/2013	Municipal Enforcement
Foster Dog Application	Temporary caregiver name, home/work/cell phone number, address. Transfer of Ownership name, home/cell phone number. Foster Society representative name, address, phone number	People who foster dogs and Foster Society	To identify and locate dog owners, process applications and issue new licenses	Municipal Enforcement Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Municipal Enforcement

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Parking Ticket/Administrative Monetary Penalties	Name, address, phone number of registered vehicle owner, business owner, agent, trustee, birthdate of registered owner	Registered vehicle owners, agents, trustees, business owners/operators and drivers	Evidence for potential court prosecution, first attendance, screening and hearings disputes, correspondence and mailings of past due notices, notices of trial and collection of outstanding fines.	Municipal Enforcement staff, Legal Services, Financial Services, Taxation Services, Prosecutor, court clerks, provincial judges or Justice of the Peace, Ministry of Transportation and other government agencies	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act, Traffic Act</i>	Municipal Enforcement
Applications (Compliance Certificate, New Area Structure Plan, Condominium Conversion, Land Use Bylaw Amendment, Statutory Plan Amendment, Subdivision, Wireless Facility Siting, Subdivision Endorsement)	Name, address, email, phone number, signature	Applicant	Applications for changes to land or building.	Planning and Development staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Land Use Bylaw</i>	Planning and Development
Development Permit Applications	Municipal address, legal description, applicant name, phone number, mailing address, email, signature, Business License number	Applicants	To review development permit applications for approval and to contact applicant	Planning and Development staff, Public upon request	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Land Use Bylaw</i>	Planning and Development
Development Proposal	Name, address and email	Property Owners	Notify residents living within 200 meters of the proposed development	Development Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Land Use Bylaw</i>	Planning and Development
Letters of Credit	Name, address of developer and bank name	Developers	Financial Management	Development Services Staff, Finance Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Land Use Bylaw</i>	Planning and Development
Mailing list	Name and address	Property Owners	Notify residents of a special project	Planning and Development staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Land Use Bylaw</i>	Planning and Development
Owner's Authorization/Declaration	Name, address, signature	Owner of property	Verification for someone to act on behalf of a property owner	Planning and Development staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Planning and Development
Permits for discretionary use	Name, address, email	Applicant/Contractor	Notify residents living within 30 meter radius of permit approval	Planning and Development staff, Public upon request	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Safety Codes Act</i>	Planning and Development
Subdivision Notices	Name, address and email	Property Owners	Notify residents living 100 meters of the application to change	Planning and Development staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act. Safety Codes Act</i>	Planning and Development

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Time Extension Agreements/Application (Development Permit, Subdivision or Endorsement Approval Period)	Name, address	Applicant	To extend time for approval	Planning and Development staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act. Municipal Government Act</i>	Planning and Development
Access to City Property Permits	Name, address, phone number, email	Businesses and Resident Information	Administration of permits	Public Works, Engineering Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Call out List	Name, phone number, cell number	Public Works Staff	To contact staff for work assignments outside of regular schedules or to relieve other staff	Public Works Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Hired Snow Removal Packages	Contractors name, address, phone number, cell number, business licence, insurance, contract	Contractor's working for the City	Administration of the snow removal program	Managers, Supervisors, Office Administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Hydrant Meters	Name, address, phone number, email	Businesses renting hydrant meters	To ensure proper usage and charges for temporary hydrant meters	Utilities Department, Office Administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Key Distribution Records	Key holders' name, home address, home phone number, cell number, security codes	Employees with a security code and/or keys to a City owned/leased buildings	To ensure the security of City buildings and properties and to contact staff to provide access to City buildings and properties in the case of an emergency	Public Works staff as assigned by Asset Management Manager	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Labour Summary Sheets	Name, address assignment	Casual employees	Administer and monitor projects	Office Administrator, Administrative Associates, Manager, Supervisors	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Report an Issue	Name, address, phone number, email, nature of request/complaint	Businesses and Residents Services	For action and follow up to complaints/requests for services	Public Works	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Sewer Files	Name, address, phone number	Businesses and Residents Sewer Services	For action and follow up to complaints/requests for services	Utilities Department, Office Administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Snow Gate Passes	Key holders' name, address, phone number, cell number, security codes	Contractor's working for the City	To allow access and monitor proper use of snow dump	Managers, Supervisors, Office Administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act.</i>	Public Works
Video Digital Recordings	Images of individuals	Individuals in City buildings or on City properties monitored by video surveillance	To monitor security in City buildings and properties and to act upon any criminal behaviours	Staff as assigned by Asset Management Manager, Law enforcement, Senior City Administration, Legal, IT Staff, Risk Management. External: Security Operations Centre in Ottawa	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Visitor Sign in Register	Name, date, time in/out, purpose of visit	Visitors to Public Works Building	Security and safety of visitors and staff in case of incident or emergency evacuation	Public Works Staff, emergency personal, law enforcement	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works
Water Meter Information	Name, address, phone number	Businesses and Residents Water Services	For action and follow up to complaints/requests for services	Utilities Department, Office Administration	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Casual Labour	Copies of Letter of Offers, Check off list, Name, position, evaluation, training, timesheet, working schedule	Seasonal casual employees	Call Backs and reference	Office Administrator, Administrative Associates	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Public Works (HR retains original)
Community Recreation Access Database	Organization name, address, phone number, email, contact names & position	Organizations who receive support from Community Recreation Coordinators (CRC)	To track organization information, meetings, notes, when CRC met with group, hold documents (insurance, leases, etc.)	Recreation & Parks Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation & Parks (Community Recreation)
Facility and Equipment Booking	Name, address, email, phone number, membership/team list (includes names, addresses, phone numbers and birthdays). Name of organization	Individuals and organizations seeking to rent facilities and equipment	To book facilities and equipment	Recreation & Parks Staff, Public Works Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation & Parks (Community Recreation)
Claimed Lost and Found Form	Owners name, date, GSR, item description, contact log	Known owners of lost/found items	To maintain a timely pick up of items turned in to GS	Recreation and Parks - Guest Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks
Program Registrations	Contains contact information (name, address, phone number(s), email address (optional?)), date of birth, age, sex, financial transactions, health card number, medical/behavioural/dietary information, physician contact information, emergency contact (phone number and relationship to the member), waivers and program specific prerequisites, name of school with which child is registered, contact information for persons authorized to pick up a minor	Individuals seeking to join Recreation and Aquatics programs	To assess eligibility and register participants in recreation programs. To provide verification for eligibility of Certifications resulting from Aquatic Program Registrations To send out program registration emails. To send out our monthly Servus Place eNewsletter	Recreation & Parks Staff, (Servus Place, Fountain Park Recreation Centre) and Community Services Main Office. Aquatic Certification information is shared with Certifying body- Lifesaving Society	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Special Needs Information	Contains contact information (name, address, phone number(s), email address (optional?)), age, gender, address, parent/guardian contact information, emergency contact, information about disability, supports required, safety plan, behavioural information, medical information, doctor consent forms, mobility information, assessments of communication, behaviour and life skills	Special needs individuals seeking to participate in Recreation Services Programs	To assess special needs participants for participation in Recreation Services Programs	Recreation & Parks Staff, Servus Place, Fountain Park Recreation Centre, Community Services Main Office	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks
Volunteer Management	Application: name, address, phone number, e-mail, areas of interest, time availability, volunteer and employment history, education history, qualifications, emergency medical information (accepted volunteers only): name, address, date of birth, phone number, name of parent/guardian, doctor's contact information, emergency contact information, medical information	Applicants to the volunteer program	To process applications to the volunteer program (application) and to provide emergency medical care (emergency medical information)	Community Recreation Branch	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks
Contest Draws	Name and phone number	Individuals who enter City contests	To notify winner	City employee responsible for contest	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks
Photo Release Form	Name, child's name (if they participate in the photo shoot)	Individuals we take photos of	To receive permission to use the person's photos	Recreation Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks
Lost and Found Item Pick Up Log	Owners name, phone number, date, item description, GSR and signature.	Individuals claiming lost and found items	Confirmation of an item leaving GS and being returned to owner	Recreation and Parks - Guest Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks
Mailing List	Name, address, phone number, email address, can contain: membership type and expiry dates	Membership lists, program registration participant lists, facility users, community organizations	Invoicing customers, communications	Recreation & Parks - Guest Services Admin Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services - Finance)

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Facility Memberships	Contains contact information (name, address, phone number(s), email address (optional?), resident/non-resident, date of birth, age, sex, contact information, financial transactions, medical information, physician contact information, emergency contact (phone number and relationship to the member), any additional client information or details, authorized pick up (name, relationship, notes), photo of individual, member barcode - membership confirmation printout waiver contains: name, address, phone number, and signature	Individuals seeking to take out monthly, annual, or multiple visit membership programs	To create a main profile in the system. Used in the purchase of memberships, passes, and course registrations. Also used to verify age and access for certain programming To send out our monthly Servus Place eNewsletter	Recreation & Parks Staff, Servus Place, Fountain Park Recreation Centre	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services)
Lost and Found Form and Spreadsheet	Contact name, phone number, date, item description	Individuals with lost items	Description of lost or found items with contact information of owners if found or returned	Recreation and Parks - Guest Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services)
Membership Cancellation Form	Name, phone number, address, email address, membership barcodes, signature, consent to contact	Individual members	To gather all needed member information for the purpose of processing membership cancellation	Recreation & Parks - Guest Services Staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services)
Membership Suspension Extension Form	Name, phone number, included member names, date, signature, requested suspension dates	Annual members putting their memberships on hold	Documented and written notification of suspension and extension of individual memberships	Recreation & Parks - Guest Services	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services)
Bad Cheque List	Contains name, address, email address, phone number of client who has had NSF	Individuals, groups who default on outstanding payments	Checking on payments and payment status	As collected under other PIBs	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks & Finance
Annual Monthly Membership Pre-Authorized Debit Agreement	Name, phone number, address, email address, members included for payment, attached void cheque or credit card information, date and signature	Annual members with monthly payment agreements	To obtain written authorization for monthly withdrawals on account for membership payment	Recreation and Parks - Guest Services - Finance directly, all GS staff are able to collect the information	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services)

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Incident Reports, Public and Staff	Contains contact information (name, address, phone number(s), age/DOB, contact person and relationship to the individual, contact person's address, group/team association, date, time, member number).	Information related to incidents that relate to public or staff injuries, security breaches, personal conflicts.	Records information to collect details regarding the incident to be reported for purposes of potential legal implications, WCB claims, criminal investigations.	Recreation & Parks Staff, Safety Associate, HR	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Recreation and Parks (Guest Services, Facility Service Associate)
Alberta Collision Report	Name, driver license number, insurer, policy number	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
CoSA Claim Form	Claimant name, address, phone number, date of birth, driver license number, health injury information, email address. Witnesses name, address, phone number. Insurance information, personal injury information, signature of claimant	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
CoSA Employee - Incident Investigation Report	Name, address, phone number, date of birth, driver license number, injury information, driver's history, hours and continuous days worked in shift cycle, number of years in current position. Property Owner, phone number address. Witnesses name, phone number, address	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager, Human Resources, Public Works or Transit Garage if motor vehicle incident, Joint Health and Safety Committee, City Manager, Management; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	<i>Traffic Safety and Occupational Health and Safety Acts, Section 33 (c) of the Freedom of Information and Protection of Privacy Act</i> , CoSA Claims Management Policy	Risk and Insurance
CoSA Internal Claim Form	Name, address, phone number, date of birth, age, gender, driver license	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
Municipal Users - Short Form Insurance Application (Non-Sport)	Name, address, phone number, email	Applicant for insurance	Insurance coverage for event	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
Municipal Users - Short Form Insurance Application (Sports)	Name, address, email, phone number, age	Applicant for insurance	Insurance coverage for event	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Municipal Users - Special Event Performers Liability Application	Name, address, phone number, email, date of birth	Applicant for insurance	Insurance coverage for event	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
Public Injury, Incident or Loss Reports	Name, address, phone number, age, date of birth, medical information, first aid information, medical treatments, contact person (if minor), relationship to individual, signature of patron	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i> , CoSA Claims Management Policy	Risk and Insurance
PWTransit Collision Investigation	Name, address, phone number, driver license, date of birth, gender	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
Sport Camps - Supplemental Form	Name, email, phone number	Applicant for insurance	Insurance coverage for event	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
Videos from Transit buses	Video Images	Parties to incident	Claim Handling and Incident Tracking	CoSA: Insurance Claims Coordinator, Risk & Insurance Manager; Other: CoSA Insurer, Lawyer and/or Claims Adjuster	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Risk and Insurance
Accounts Receivable - Property Tax	Name, address, outstanding amount, roll number	Property owners in tax arrears	Tax collection	Staff with Tempest security to access. Provided to Finance for balancing and auditors	<i>Municipal Government Act</i> Sections 327-329	Taxation Services
Paid Tax Receipts	Name, date of payment, receipt number, property title and amount paid	Property owners	Administer tax levy	Staff with Tempest security to access. Payments are processed through Finance (Cash). Taxation staff	<i>Municipal Government Act</i> Section 342	Taxation Services
Pre-authorized Tax Payment Plan Agreements	Contracts with name, address, phone number, bank information and void cheque	Property owners	Monthly tax payments	Staff with Tempest security to access	<i>Municipal Government Act</i> , Section 340 & Bylaw 14-2002, Section 4(a)	Taxation Services
School Support Declarations	School support for name and address	Property owners	Submit school taxation information to province	Taxation staff and records staff	Sections 154-156 of the <i>School Act</i> /Province of Alberta. Canada's Constitution	Taxation Services
Laminated wallet sized phone card list	Name and telephone number, home and/or cell phone	Garage staff, fleet admin staff, front office management staff	So on-call staff can get hold of other staff after-hours for work purposes	Authorized transit staff as designated by Director of Transit	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Transit
Payroll Number document	Name and Payroll number	Garage staff, fleet admin staff	To complete payroll spreadsheet and leave forms	Authorized transit staff as designated by Director of Transit	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Transit
Staff addresses and phone numbers	Home addresses and home/cell phone numbers	All Transit staff	For staff to be able to reach employee if late or absent from work without notice	Designated Transit staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Transit

PIB Name	Personal Information Maintained	Who the information is about	Purpose of Collection and Use	Disclosure (Who has access)	Legal Authority to collect information	Location (Business Unit)
Business Name and Address of Contractors who signed Environmental Form	Name and address of company. Contact person's name and email address	Vendors who adhere to our Environmental regulations	Inventory of vendors who signed the Environmental Responsibilities form	Authorized transit staff as designated by Director of Transit and Office of the Environment staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Transit and Office of Environment
Contractor's Environmental Responsibility Acknowledgement form	Name and address of company. First and last name of personnel who signed document along with their work email	Vendors who adhere to our Environmental regulations	Documentation needed from vendor confirming they will follow the City's Environmental requirements	Authorized transit staff as designated by Director of Transit and Office of the Environment staff	Section 33 (c) of the <i>Freedom of Information and Protection of Privacy Act</i>	Transit and Office of Environment