**Directory of Personal Information Banks**

**Appeals Commission for Alberta Workers’ Compensation**

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| **Division/Branch:** | Appeal Services |
| **PIB #:** | 001 |
| **Title:** | ACES - Appeals Commission Electronic System (Claim Files) |
| **Location:** | Appeal Services |
| **Information** **Maintained** **May Include:** | Name, address, telephone and fax numbers, email address, current file holder, claim number, hearing number, decision number, gender, age, family status, marital status, SIN, employee number, personal health number, date of accident, injury site, injury type, biometric information, medical history, health insurance records, medical treatment, occupation, employment history, job description, pay and benefits information, assessment test results, compensation information and benefits details, and other personal claim related information |
| **Individuals** | Appellants, Respondents, and Representatives |
| **Use** | To process appeal applications To provide a final appeals process consistent with legislation, policy and the principles of natural justice |
| **Legal Authority** | Workers Compensation Act  |

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| **Division/Branch:** | Appeal Services |
| **PIB #:** | 002 |
| **Title:** | Hearing Summary Records |
| **Location:** | Appeal Services |
| **Information** **Maintained** **May Include:** | Name, claim number, decision number, hearing number, hearing information, hearing attendees, address, date of accident, wage loss information, expenses, issues of appeal and document submissions. |
| **Individuals** | Appellants, respondents, representatives, witnesses, and AC employees and Order in Councils (Board Members) |
| **Use** | To provide a final appeals process consistent with legislation, policy and the principles of natural justice |
| **Legal Authority** | Workers Compensation Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 003 |
| **Title:** | Vendor/Contractor Contact List |
| **Location:** | Business Services-Administration |
| **Information** **Maintained** ***May Includ*e:** | Name, address, telephone number, and email address |
| **Individuals:** | AC contractors and vendors |
| **Use:** | To obtain services and products approved by the Government of Alberta for the Appeals Commission |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 004 |
| **Title:** | Lenel OnGuard System |
| **Location:** | Business Services-Administration |
| **Information** **Maintained** **May Include:** | Name and employee ID number |
| **Individuals:** | AC employees and Order in Councils (Board Members) |
| **Use:** | To administer the distribution of access cards to employees and visitorsTo track visitors to the building and to follow up for the return of permanent and temporary access cardsFor security purposes, employees and visitors can gain access via permanent and temporary access cards |
| **Legal Authority:** | Public Service Act, Freedom of Information and Protection of Privacy Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 005 |
| **Title:** | Employee Directory |
| **Location:** | Business Services-Administration |
| **Information** **Maintained** **May Include:** | Name, position title, location and office telephone number |
| **Individuals:** | AC employees and Order in Councils (Board Members) |
| **Use:** | To direct calls, visitors and mail to appropriate staff |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 006 |
| **Title:** | Honoraria  |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Name, employee ID number, mailing address, hearing number, work and travel hours, and pay information |
| **Individuals:** | Order in Councils (Board Members) |
| **Use:** | To record and administer payment of fees and expense reimbursements to Order in Councils (Board Members) To record the Order in Councils’ (Board Members) honorarium claims |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 007 |
| **Title:** | Approval to Travel |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Name, employee ID number, telephone number, department number, hearing date, transportation details (air/ground travel), accommodation details (hotel, check in/out times, additional needs), and supervisor approval |
| **Individuals:** | AC employees and Order in Councils (Board Members) |
| **Use:** | To record, process and approve travel requests |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 008 |
| **Title:** | Expense Claims |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Name, classification/occupation, travel related expenses, purpose of travel, non-travel expenses, travel details, transportation/accommodations, kilometers travelled, supporting documents, and other expenses claimed |
| **Individuals:** | AC employees, Order in Councils (Board Members) and non-public employees (job applicants) submitting a personal expense claim |
| **Use:** | To record, process and verify expense claims |
| **Legal Authority:** | Public Service Act, Financial Administration Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 009 |
| **Title:** | Request for Training |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Name, employee ID number, classification/occupation, telephone number, supervisor name, supervisor phone number, signature, training details (start/end date, course/conference name, course location, number of work/non-work hours, & training provider) training expenses, signature of supervisor, expenditure officer, and chief appeals commissioner (if required) |
| **Individuals:** | AC Employees and Order in Councils (Board Members) |
| **Use:** | To record, process and approve training requests |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 010 |
| **Title:** | Employee Absence Information |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Name and type of absence  |
| **Individuals:** | Employees and Order in Councils (Board Members) |
| **Use:** | To record and maintain absence records for performance evaluations  |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 011 |
| **Title:** | Commencement Forms |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Ministry name, name, date of birth, telephone number, home address, SIN, gender, marital status, commencement date, job title, salary information, employee classification, resume, official oath, banking information, emergency contacts, beneficiary information, spouse and dependent information, benefits enrolment information, photo identification (driver’s license, citizenship, passport etc.), and tax return information |
| **Individuals:** | AC Employees and Order in Councils (Board Members) |
| **Use:** | To process and complete commencement  |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 012 |
| **Title:** | Contact List |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Company name, address, business phone number, and contact person |
| **Individuals:** | Hotels, Temporary Staff Services, and Travel Agent |
| **Use:** | To make necessary travel and accommodation arrangements for AC employees and Order in Councils (Board Members) |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 013 |
| **Title:** | Group & Individuals Memberships Basic Information |
| **Location:** | Business Services - HR/Pay & Benefits |
| **Information** **Maintained** **May Include:** | Membership numbers and membership costs  |
| **Individuals:** | Employees and Order in Councils (Board Members) |
| **Use:** | To record membership information of AC Employees and Order in Councils (Board Members) |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 014 |
| **Title:** | IMAGIS A/P – Vendors List/Vouchers |
| **Location:** | Business Services – Finance [Expenditure Management] |
| **Information** **Maintained** **May Include:** | Name, vendor ID, classification, HCM Class, employee ID number, corporate vendor ID, corporate registry number, address, telephone number, procurement options, withholding information, banking information, nature of all charges, and contact person  |
| **Individuals:** | AC Employees, Order in Councils (Board Members), Contractors, Vendors, and individuals (Albertans) |
| **Use:** | Personal Information is used for the purpose of: recruitment, employment, payroll, contracts, purchasing, procurement card, vendor invoice payment, service/benefit payment & administration, and expense reimbursementsTo prepare expenditure and budget reports for executive briefing and approvalTo administer expenditure approval process and contracts for services and/or products |
| **Legal Authority:** | Financial Administration Act |

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| **Division/Branch:** | Business Services |
| **PIB #:** | 015 |
| **Title:** | Contract Management Administration System – Contracts |
| **Location:** | Business Services – Finance [Expenditure Management] |
| **Information** **Maintained** **May Include:** | Name, address, telephone number, email address, banking information, corporate registry, insurance coverage, WCB certificate, lobbyist registration, and fee amount |
| **Individuals:** | Qualified companies and individuals who are under contract or agreement to provide products or services |
| **Use:** | To manage the contract or agreement arrangements of payments upon delivery of products or services |
| **Legal Authority:** | Financial Administration Act |

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| **Division/Branch:** | Corporate Services |
| **PIB #:** | 016 |
| **Title:** | Employee Files |
| **Location:** | Corporate Services – Executive Records |
| **Information** **Maintained** **May Include:** | Name, gender, birth date, marital status, telephone number, address, email address, salary, SIN, employee ID number, employee authorization, compensation information, job classification, benefits and pension information, health and life insurance records, security clearances, start date, employment status, emergency contacts, spouse and dependent information (name, date of birth, relationship, family benefits), photo identification (driver’s license, citizenship, birth certificate, passport), resume/application for employment, education, qualifications, banking information, employment history, official oath, attendance records, performance evaluations, certifications, employee training records, occupational health and safety, commendations, grievances, disciplinary information, termination information, service awards, commencement forms, and other personal information related to employment |
| **Individuals:** | AC employees, OICs (board members) and their spouses and dependents |
| **Use:** | To record employees’ work history and payroll/benefits transactions(Note: Employee files are in partitioned formats that limit the access to only those staff who have a need to access specific information)To manage employee grievances, disciplinary matters, human rights complaints, Ombudsman inquiries, as well as tracking performance issues |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Corporate Services |
| **PIB #:** | 017 |
| **Title:** | Job Competitions |
| **Location:** | Corporate Services – Executive Records |
| **Information** **Maintained** **May Include:** | Name, address, phone number, email address, application form, resume, references, work experience, education information, credentials and/or professional designations, job advertisements, screen and evaluation results, and appointment for successful candidate.  |
| **Individuals:** | Applicants for AC job postings |
| **Use:** | To document the hiring process and provide statistical data |
| **Legal Authority:** | Public Service Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 018 |
| **Title:** | Freedom of Information and Protection of Privacy Act Requests |
| **Location:** | Legal Services – Information and Privacy Records |
| **Information** **Maintained** **May Include:** | Personal information of individuals making FOIP requests, requests for correction, or privacy complaints and/or third parties who were contacted by the FOIP Office to provide comments on the release of responsive records. Such personal information may include name, home and business contact information, description of information requested and/or reasons and evidence to support the correction of personal information, fees paid, banking information, correspondence and copies of requested records |
| **Individuals:** | Individuals who have submitted requests under the FOIP ACT including individuals acting on behalf of an applicant, individuals who were contacted in regard to third party notices and AC employees who are authorized users of the FOIPNET application |
| **Use:** | To record and track the progress of requests under the FOIP Act, to maintain a record of all processed requested and to compile statistics.  |
| **Legal Authority:** | Freedom of Information and Protection of Privacy Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 019 |
| **Title:** | Judicial Review |
| **Location:** | Legal Services – Review Application |
| **Information** **Maintained** **May Include:** | Name, address, email address, phone number, fax number, action number, claim number, court file number, judicial center address, originating application, all personal claim related information, affidavit or other information to be used in support of the application, notice to obtain record of proceedings, consent order, search request, confirmation of special chambers booking, request for transcript, certified record of proceedings, application factum, and Queen’s Bench memorandum of decision |
| **Individuals:** | Applicants, respondents, and representatives |
| **Use:** | This information is used for the purpose of responding to judicial review applications  |
| **Legal Authority:** | Workers Compensation Act, Freedom of Information and Protection of Privacy Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 020 |
| **Title:** | Statement of Claim |
| **Location:** | Legal Services – Review Application |
| **Information** **Maintained** **May Include:** | Name, address, email address, phone number, fax number, action number, claim number, court file number, judicial center address, originating application, all personal claim related information, affidavit or other information to be used in support of the application, notice to obtain record of proceedings, consent order, search request, confirmation of special chambers booking, request for transcript, certified record of proceedings, application factum, and Queen’s Bench memorandum of decision |
| **Individuals:** | Applicants, respondents, and representatives |
| **Use:** | This information is used for the purpose of responding to statement of claim applications  |
| **Legal Authority:** | Workers Compensation Act, Freedom of Information and Protection of Privacy Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 021 |
| **Title:** | Ombudsman |
| **Location:** | Legal Services – Review Application |
| **Information** **Maintained** **May Include:** | Name, address, email address, phone number, fax number, claim number, decision number, file number, all personal claim related information, issues being investigated, and other relevant information to be used in support of the investigation  |
| **Individuals:** | Applicants, respondents, and representatives |
| **Use:** | This information is used for the purpose of responding to ombudsman investigation |
| **Legal Authority:** | Alberta Ombudsman Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 022 |
| **Title:** | MLA Constituent  |
| **Location:** | Legal Services – Inter-government |
| **Information** **Maintained** **May Include:** | Name, address, email address, phone number, claim number, decision number, date of accident, all personal claim related information, issues being addressed, and other relevant information to be used |
| **Individuals:** | Claimants, Representatives, AC, WCB and various Ministries of the Government of Alberta |
| **Use:** | This information is used for the purpose of responding to MLA constituent matters |
| **Legal Authority:** | Freedom of Information and Protection of Privacy Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 023 |
| **Title:** | Ministerial Inquires  |
| **Location:** | Legal Services – Inter-government |
| **Information** **Maintained** **May Include:** | Name, address, email address, phone number, claim number, decision number, date of accident, all personal claim related information, issues being addressed, and other relevant information to be used |
| **Individuals:** | Claimants, Representatives, AC, WCB and various Ministries of Government of Alberta |
| **Use:** | This information is used for the purpose of responding to ministerial inquires |
| **Legal Authority:** | Alberta Public Agencies Governance Act |

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| **Division/Branch:** | Legal Services |
| **PIB #:** | 024 |
| **Title:** | HR Matters with Employees  |
| **Location:** | Legal Services – Inter-office |
| **Information** **Maintained** **May Include:** | Name, address, email address, phone number, employee ID number, internal complaints, grievances, disciplinary information, and other personal information related to employment  |
| **Individuals:** | Employees and Order in Councils (Board Members) |
| **Use:** | This information is used for the purpose of managing employee grievances, disciplinary matters, and other human resources matters with employees |
| **Legal Authority:** | Public Service Act, Freedom of Information and Protection of Privacy Act |