

Directory of Personal Information Banks

Alberta Education

Corporate Data Warehouse

PIB #:	1
Location:	Information Services, Information and Technology Management
Information Maintained:	School year, Student identification number, gender, date of birth, legal surname, legal given name(s), known-as surname, known-as given name(s), registration date, registration classification type, Primary registration indicator, pseudo registration flag, attendance type code, resident board code, school code, current mailing address, permanent mailing address, enrolled grade code, citizenship, citizenship authority expiry date, section 23 eligibility, school/jurisdiction student identifier, exceptional student indicator, mature student indicator, aboriginal student indicator, aboriginal authority code, aboriginal date processed, aboriginal data quality level code, school exit date, school exit category, school exit destination, school early exit type, exit institution type, English Language Arts grade level of achievement code, French Language Arts grade level of achievement code, English Language Arts Introduced enrolled grade code, Mathematics grade level of achievement code, diploma awarded type code, Diploma type code description, diploma earned date, diploma earned age, diploma awarded date, diploma years to graduate, achievement test key, achievement test administration key, achievement test authority code for school year, achievement test school code, achievement test course code, achievement test score, student course category, course completion method, course completion code, student course delivery method, Student grant program French instruction hours, student course school year, student course credits awarded, student course school mark, student course examination mark, student course final mark, student course completion date, student course completion flag, student course completion key, student course attempted number of credits, student course funding request flag, student course external credential flag, student course class identifier, achievement test special provisions. For certificated staff: Teacher identifier, Teacher certificate number, Teacher birth date, Teacher gender, Alberta graduate recommendation date, Social Insurance Number, Teacher surname, Teacher given name, Title, Teacher address, Teacher telephone number, Certificate issue date, Certificate expiry date, Current authority experience years, Other authority experience years, Outside Alberta experience years, ECS experience years, Teacher salary purpose years, present employer start date, Post-secondary education years, Termination school year, Intern certificate start date, Intern certificate stop date, Last teacher work assignment school year, Teacher information extract date, Teacher work assignment full time equivalent, Authority code, School code, Percent teaching time, Percent designated to position time, Evening school taught flag, Summer school taught flag, Teaching degree year, Degree code, Degree level code, Degree field code, Teacher position category, Teacher position code, Teacher grades taught code, Employment schedule code, teacher subject studied, Teacher subject taught code, Certificate issue reason code, Teacher status code, Certificate class code, Certificate status.
Individuals:	Students - Grade K-12 Certificated Staff (Teachers)
Use:	Provide educational policy makers and administrators - at all level of schools, jurisdictions and government - with accurate information for planning, decision

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making, evaluation of programs, funding determination and the payment of grants and entitlements.

Legal

Authority: Freedom of Information and Protection of Privacy Act, s. 33(c)

Tools4Teachers Registration Database

PIB #: 2

Location: - Filemaker Server located in DLRB - Barrhead.- Tools4Teachers Database located on server at Alberta Education - Edmonton.- Database entries located in Distributed Learning Resources Branch - Barrhead.

Information

Maintained: Name, phone numbers, email address, school's phone number, principal's name, teaching certificate number.

Individuals: Teachers, school administrators, university students, Alberta Education staff.

Use: To grant password access to Tools4Teachers (T4T) website and to verify in the case of teacher access that he/she are a qualified, certified teacher in the Province of Alberta.

Legal

Authority: Freedom of Information and Protection of Privacy Act s. 33 (c)

Stakeholder Registry

PIB #: 3

Location: Information Services, Information Technology and Management

Information

Maintained: Current and former name(s), date of birth, gender, protected student indicator, individual education hidden internal identifier, individual domain and federated identifier(s), schools last attended, funded teachers (only) social insurance number for individuals in the Alberta Education system, formerly involved with the education system, and those expected to have imminent contact with the education system.

Individuals: Students. Teachers. Pre-school special needs individuals.

Use: To provide unique identification for individuals with specified roles in a secure, domain-aware manner.

Legal

Authority: Freedom of Information and Protection of Privacy Act s. 33 (c)

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Program Unit Funding System (PUFS)

PIB #:	4
Location:	School Finance Branch
Information Maintained:	Alberta Student Number, legal surname, legal given name(s), date of birth, gender, special needs code, school authority name and code, school name and code.
Individuals:	Children identified with a severe disability who attend an Early Childhood Services (ECS) program.
Use:	The Program Unit Funding System is a web-based application for the electronic submission and approval of Program Unit Funding applications for children with a severe disability who are as young as 2.5 years old and less than 6 years old (as of September 1 of the school year being applied for).
Legal Authority:	Freedom of Information and Protection of Privacy Act s. 33 (c); Education Grants Regulation

Alberta Initiative for School Improvement (AIS)

PIB #:	5
Location:	School Finance Branch
Information Maintained:	Name, address and contact information, for project coordinator.
Individuals:	Project coordinators for initiative projects.
Use:	The system is to provide common access to authorized individuals for information such as course mark entry and inquiry, transcripts, and student identifiers. Personal information stored is to facilitate contact with coordinators familiar with each initiative.
Legal Authority:	Freedom of Information and Protection of Privacy Act s. 33 (c); School Act

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Contract Resource Management System (CRMS)

PIB #:	6
Location:	Legislative Services.
Information Maintained:	Contract, contractor, and invoice information for all contracts with Alberta Education. Contractor name and I.D. #, contractor home address, contractor title, contractor vendor identifier, contractor social insurance number, contractor telephone number, contractor fax number.
Individuals:	Individual contractors.
Use:	Used to generate contracts, manage the contracting process, and track payments related to contracts - payments are done through IMAGIS which stores the banking information of vendors.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Credit and Enrollment Tracking System (CETS)

PIB #:	7
Location:	School Finance Branch
Information Maintained:	Alberta Student Number, legal surname, legal given name(s), date of birth, gender, school/authority student identifier, school authority name and code, school name and code, funding codes, special needs codes (where applicable).
Individuals:	All students – Early Childhood Services, Grades 1 to 12.
Use:	Student information is imported from the Student Information System and used to determine funding eligibility for school authorities.
Legal Authority:	Freedom of Information and Protection of Privacy Act s. 33 (c); School Act

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Funding Event System (FES)

PIB #:	8
Location:	School Finance Branch
Information Maintained:	Alberta Student Number, legal surname, legal given name(s), date of birth, gender, school/authority student identifier, school authority name and code, school name and code, funding codes, special needs codes (where applicable).
Individuals:	All students – Early Childhood Services, Grades 1 to 12.
Use:	Student information is imported from the Student Information System and Student Records System to determine or reconcile funding eligibility for school authorities.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c);School Act

Revenue Allocation and Credit Enrollment Reporting System (RACERS)

PIB #:	9
Location:	School Finance Branch
Information Maintained:	Alberta Student Number, legal surname, legal given name(s), date of birth, gender, school/authority student identifier, school authority name and code, school name and code, funding codes, special needs codes (where applicable).
Individuals:	All students – Early Childhood Services, Grades 1 to 12.
Use:	Online tool used by school authorities to reconcile and maximize education funding.
Legal Authority:	Freedom of Information and Protection and Privacy Act, s. 33 (c);School Act

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Enterprise Resource List System (ERLS) and Related Procurement Files

PIB #:	10
Location:	Contracted and Project Management Services Branch.
Information Maintained:	Database and hardcopy files contain name, address, phone/fax numbers, education, knowledge and work history, references, and in some cases, rates/budgets.
Individuals:	General Public (Canada and USA).
Use:	The information is collected through the Request For Quote (RFQ) process to enable the department to ensure the accuracy and reliability of a vendor's response and to evaluate the vendor's suitability and to fulfill other related program purposes of Alberta Education.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Issues Management Tracking System (IMTS)

PIB #:	11
Location:	Field Services and Capital Planning Sector
Information Maintained:	Name (if provided), phone number (if provided), summary of issue or request (if an Alberta Connects or EdNet inquiry, the inquiry could be copied directly into IMTS), relevant and objective information, follow-up action and/or recommendations.
Individuals:	School authority administrators official, parents/guardians and students.
Use:	To keep a record of calls and e-mails to AE staff from parents, students, education partners, and various school authorities. IMTS is a searchable database of issues from the field or client services to the field. It can be searched by key words, topics, authorities, contact person, etc. IMTS is used to ensure consistent messaging, guidance or advice it provided and to track high priority issues that must be brought to the attention of senior management.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Achievement Test Database

PIB #:	12
Location:	Information Services, Information Technology and Management
Information Maintained:	Student identification number, index number, school authority code, school code, group identification, student name, gender, examination mark, subscale scores, multiple-choice item responses, numerical response/question responses.
Individuals:	Students in Alberta's education system
Use:	For administration of Achievement tests by Alberta Education staff.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c), School Act

Course Information Database System for Career and Technology Study (CIDS)

PIB #:	13
Location:	Information Services, Information Technology and Management
Information Maintained:	Student ASN identifier; date of birth; gender; current mailing address.
Individuals:	Students taking Career and Technology Studies modules
Use:	To gather information on completion results from single credit Career and Technology Study modules and forward this to the Student Record system for each student. Personal information is gathered for use in merging completion information. Information is used for student accreditation and to generate funding information.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Diploma Examinations Database

PIB #:	14
Location:	Information Services, Information Technology and Management
Information Maintained:	Student identification number, index number, school authority code, school code, group identification, student name, gender, school mark, examination mark, final mark, mature status, type of blend, subscale scores, multiple choice item responses, numerical responses/question responses.
Individuals:	Students in Alberta's K-12 education system
Use:	For the administration of Diploma Examinations by Alberta Education staff.
Legal Authority:	School Act

Learning Resources Sales

PIB #:	15
Location:	Learning Resources Centre
Information Maintained:	Individual names, customer numbers (if applicable), e-mail/ mailing address, telephone numbers and credit card numbers at time of purchase and specific to purchase.
Individuals:	Individuals who have purchased learning resources from the LRC.
Use:	To record transactions when individuals purchase learning resources. There is no disclosure to third parties.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c).

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Specialized Services for the Visually Impaired

PIB #:	16
Location:	Learning Resources Centre
Information Maintained:	Student name, gender, date of birth, disabilities, academic status, Alberta school jurisdiction/school authority/school staff name and other educational professionals.
Individuals:	Alberta and NWT K-12 students with visual impairments.
Use:	The LRC loans alternate format learning resources and specialized equipment to schools for students with visual impairments to use in their studies.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Document and Revenue Tracking System (DARTS) Database

PIB #:	17
Location:	Client Relationship Services, Information Technology and Management
Information Maintained:	Information related to the processing of student records such as diploma examination rewrites, statement of marks and transcript requests. Student identifiers, names, gender, date of birth, mailing address, telephone number, protected status indicator. Identifiers of employees requesting documents.
Individuals:	Students requesting information. Third parties involved with requests or payments. Staff identifiers.
Use:	The secure processing of student records and transcript requests, and distribution tracking to ensure privacy protection from initial request through to document delivery.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

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ExtraNet Security Database (ESDB)

PIB #:	18
Location:	WebServices, Information Technology and Management
Information Maintained:	ExtraNet user name, email address, jurisdiction identifier, school identifier.
Individuals:	Users of the Alberta Education ExtraNet communication service.
Use:	Limits access to the ExtraNet communication service to specified approved users.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Excellence in Teaching Awards Program

PIB #:	19
Location:	People Resources, Teacher Development and Certification
Information Maintained:	Teacher name, Award coordinator name, address, home telephone number, work telephone number, fax number. MLA name, MLA title, legislative address, legislative telephone number, legislative fax number, constituency address, constituency telephone number, constituency fax number. School administration name, school administration telephone number.
Individuals:	Nominated and selected teachers noted for excellence in each school year. Award coordinators. Members of the Legislative Assembly (MLAs). School Administrators.
Use:	To allow excellence in Teaching Award nominees and award recipients to be acknowledged publicly with a presentation and announcement in each school year.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

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Marking Centre Inventory System (MCIS)

PIB #:	20
Location:	Accountability and Reporting, Learner Assessment
Information Maintained:	Information related to the tracking, processing, and return of score sheets for Diploma and Achievement Examinations. Student identifier, student names, gender, date of birth, mailing address, registered grade, pseudo and alias identifiers, mature student indicator, special student indicator, examination exception / accommodation indicator.
Individuals:	Students who expect to write Achievement or Diploma examinations.
Use:	To allow for the preparation and delivery of each examination sent to individual students at examination sites for testing, marking, and assessment. Unused examination sets are accounted for and returned.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Special Cases Database

PIB #:	21
Location:	Accountability and Reporting, Learner Assessment
Information Maintained:	Student identifier, student names, student address. Proctor name, proctor address, proctor telephone number, proctor fax number, proctor title, proctor examination institution. School principal names, school principal function role, school principal salutation, school principal email address, school principal telephone number, school principal fax number, school principal organization title.
Individuals:	Student with special accommodation status. Examination proctors. School principals.
Use:	To prepare for diploma examinations and to meet the accommodation requests of special needs students. It is used to record the requests, approvals and communication of those approvals for accommodations.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Remuneration and Monetary Incentives Disclosure

PIB #:	22
Location:	Strategic Financial Services/Financial Reporting and Accountability Branch
Information Maintained:	School jurisdiction school year expenses for senior administration and board members. Includes first name, last name, remuneration, benefits, allowances, performance bonuses, Early Retirement Incentive Program, expenses.
Individuals:	School board members (trustees/director), Chief Executive Officers (superintendent of schools), Chief Financial Officer (secretary/treasurer, treasurer).
Use:	To allow for required disclosure as part of school board audited financial statements under sections 147 and 148(1) of the School Act. Available to the public as part of the audited financial statements. Information is used to publish superintendent remuneration in Alberta Education's Annual Report.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c);School Act Sections 147, 148, 151, and 276.

Severe Disabilities Funding (SDF)

PIB #:	23
Location:	Special Programs, Learning Supports Division
Information Maintained:	Name of child, date of birth, Alberta Student Number, gender, school, school authority, funding status, special education code:(a) assessment and diagnosis by qualified personnel, results;(b) documentation/assessments of the student's current level of functioning in the learning environment;(c) a current Individualized Program Plan (IPP);(d) identification of the types of support and services being provided to the student.
Individuals:	Students, grades 1 to 12.
Use:	From Public, Separate and Francophone School Authorities: Information is used to adjust the Severe Disabilities profile numbers for each jurisdiction. This information is provided to School Finance.From Private, Charter and Designated Special Education Private Schools (DSEPS), School Authorities: Information is used to determine the Individual Student funding approvals/non approvals. This information is provided to School Finance.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c);School Act

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Teacher Bursary Database

PIB #:	24
Location:	Teacher Development and Certification, People Resources
Information Maintained:	Teacher Social Insurance Number, Names, gender, mailing address, work telephone number, work telephone extension, home telephone number, home telephone extension, fax number, email address, date of birth, citizen code, current position code, working in program code, Alberta school code, language.
Individuals:	Applicant teachers requesting bursaries.
Use:	To provide a complete database for the administration of the Individual Teacher Bursary Program administered under the Federal Official languages in Education Program, administered by Alberta Education. Provides year end reports and budget information.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Disputes Management Tracking System (DMTS)

PIB #:	25
Location:	Governance Support Branch, Learning Supports Division
Information Maintained:	DMTS inquires and maintains personal information on participants involved with Reviews by the Minister conducted under the School Act which is managed through the Stakeholder Registry System. Personal information includes: names, addresses, date of birth, ASN, phone numbers and e-mail.
Individuals:	Students, parents, advocates, lawyers, jurisdiction/school contacts, review coordinators, committee members.
Use:	To identify case file participants and report on Review by the Minister outcomes for the Minister of Education.
Legal Authority:	The collection and sharing of information during the Review by the Minister is legislated and governed by Sections 124 and 125 of the School Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act).

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Enterprise Payment System (EPS)

PIB #:	26
Location:	Client Relationship Services, Information Technology and Management
Information Maintained:	Third party payer name, third party payer mailing address, third party payer email address, third party payer telephone number.
Individuals:	Third party payers
Use:	In the situation where a third party pays for a transcript or certificate (parent, friend, employer), enough information is retained to process refunds should the need arise.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Attendance Board - Individual Cases

PIB #: 27

Location: Records Management Services, Records Office

**Information
Maintained:**

Individual case files by name, of Attendance Board hearings held to ensure students attend school. Includes written notice of referral by the school board to the Attendance Board, acknowledgement of notice of referral, notification to the parent, letter of appointment, order of attendance summons to attend as a witness, documents/exhibits, evidence pertaining to the case, witness statements, court decisions, panel decisions and panel meetings. Order of The Attendance Board, outcomes and follow-up, affidavit of service. Also may include individualized program plan, consultation with health, social and other appropriate agencies, consultations with the parents, notice of hearings, psychological evaluations, medical reports, student records, and notification to produce. Also may contain information regarding the filing of an order with the Court of Queen's Bench and/or when contempt of court charges have been laid. Note: Case file consists of: -1 General file, -2 Exhibit file and -3 cassette tapes of recorded conversations of the Attendance Board Hearings. Contains Student name, home address, age, date of birth, health history, mental/social disabilities, related student history, criminal history(as applicable), statement by medical/psychiatric/social or police personnel, parents/guardians names, addresses, telephone number(s), names of affiliated lawyers, advocates, social workers, and school officials.

Individuals: Grade 1-12 students who have been referred to the Attendance Board for non-compliance with the School Act (non-attendance).

Use: These files document individual Board hearings. Each student file is the legal record of the proceedings, and each contains all the documentary evidence received in evidence at the hearing, including: referrals to the Board, parent notifications, letters of appointment for hearings, orders of attendance, witness summonses, case evidence, documents and exhibits, witness statements, court decisions, panel decisions and panel meetings, Board orders, and outcomes and follow-up evaluations. The information is used by the Attendance Board panel that is convened to hear referrals from Alberta school jurisdictions and private schools in their region regarding failure of a student to attend school. The Attendance Board helps students who are developing a record or a pattern of truancy. When a student who is under the age of 16 years of age fails to attend school as required by law, the school board may ask the Attendance Board to deal with this matter and resolve it. A referral is made to the Attendance Board only after the school board has made all reasonable efforts to ensure that a student attends school. A panel, acting in a quasi-judicial capacity, will subpoena the truant student, parents, social worker, school administrator, counselor, teacher and anyone whom the panel feels can shed light on why the student is not attending school.

**Legal
Authority:**

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Job Competition Files

PIB #:	28
Location:	Human Resource Services
Information Maintained:	May include name, home and office addresses, home and office telephone and fax numbers, e-mail addresses, application form, resume, references, samples of work, job advertisement, screening and evaluation results, regret letters to interviewed candidates, and appointment of successful candidate.
Individuals:	Applicants for Alberta public body employment opportunities.
Use:	Document the hiring process and provide statistical data.
Legal Authority:	Public Service Act

Training and Development Files

PIB #:	29
Location:	Human Resource Services
Information Maintained:	Name, home and office address, telephone and fax number, e-mail address of facilitator, workshop/course description, class attendance forms, training service agreement or contract, cost of training delivery and class evaluations.
Individuals:	Training Facilitator and Alberta Public Service Employees.
Use:	Documents course/workshop set up and delivery and participant registration/attendance.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Human Resource Planning - Succession Planning File

PIB #:	30
Location:	Human Resource Services
Information Maintained:	Name, retirement plans, career plans, employment interests, training and development needs; academic education information, management training history, career planning interview records, Alberta Public Service Annual Demographic Report. This information is maintained for employees who are at the director level and up.
Individuals:	Alberta Education employees.
Use:	Address ongoing department human resource planning needs.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Superintendents Emergency Contact List

PIB #:	31
Location:	People Resources, Teacher Certification and Development
Information Maintained:	Emergency contact information (name, personal e-mail and cell and home telephone numbers).
Individuals:	Superintendents of Alberta school jurisdictions.
Use:	Used by Minister and delegated staff to contact superintendents in case of emergencies (after hours contact).
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Board of Reference - Individual Cases

PIB #:	32
Location:	Records Management Services - Records Office
Information Maintained:	Case files on disputes arising between a teacher and a school board resulting in the decision of matters being appealed. May include: notice of appeal, Superintendent's letter terminating the contract designation, copy of payment (cheque or money order) received from the appellant, copy of receipt, acknowledgement letter, pretrial letter, notice of BOR hearing and distribution list, notice of withdrawal of appeal BOR hearing, court case documents/exhibits, evidence pertaining to the case, witness statements, psychological evaluations, record of appeals, record of hearing transcripts, orders and of the BOR, judgments/decisions, summary of legal opinion, refund vouchers and refund letter to the appellant, communication requests, correspondence from lawyers, BOR action case checklist and process checklist.
Individuals:	Teachers who file an appeal with the Board of Reference pursuant to the applicable sections of the School Act (section 132 & 133).
Use:	Teacher's name, gender, date of birth, sensitive material regarding a case brought about an individual in termination of a contract of employment, suspension of a teacher, termination of a designation of a teacher, or the refusal of a board to give approval for teacher termination. Note: Copy of Board of Reference Order is filed on the teacher's permanent file in the Teacher Development and Certification Branch.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Alberta Education Ministry Committees (related to various boards of Program Development and Standards Division).

PIB #:	33
Location:	Various branches of Program Development and Standards Division.
Information Maintained:	For Committee and Focus Group members and nominees: name, address, telephone and other contact numbers. May include information about the individual's credentials, experience, education and training, current teaching assignments.
Individuals:	Members of Ministry Committees and Focus Groups related to various branches of Program Development and Standards Division, individuals nominated for participation on Committees and potential focus group participants.
Use:	Common to Alberta Education only. Used to administer and manage Ministry Committees and Focus Groups, including contacting members and focus group participants and recruiting new members and participants.
Legal Authority:	Freedom of Information and Protection of Privacy Act s. 33 (c), Government Organization Act s. 7.

Branch Contract Files

PIB #:	34
Location:	Various branches of the Ministry
Information Maintained:	Duplicates of contracts, names and titles (where applicable) of individual contractors, contractor's home and business addresses, contractor's telephone and FAX numbers, contractor's e-mail addresses (if available); copies of contractor's invoices.
Individuals:	Individual contractors
Use:	To generate and manage branch contracts.
Legal Authority:	Freedom of Information and Protection of Privacy Act s. 33(c)

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Employee Files

PIB #:	35
Location:	Human Resource Services.
Information Maintained:	May include name, date of birth, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, e-mail address, employee identification number, resume/application for employment, official oath, education and employment history, appointment records, performance appraisals, recognition awards, employee relations, attendance records, pay and benefit information, staff development and training, learning accounts, occupational health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, grievances, job classification, professional association memberships and certifications, security clearance, parking/building passes, employee authentication log-on, and other personal data related to employment.
Individuals:	Alberta public body employees.
Use:	Record the employee's work history and payroll/benefit transactions.
Legal Authority:	Public Service Act

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Special Needs Tribunal - Individual Cases

PIB #:	36
Location:	Records Management Services - Records Office
Information Maintained:	Individual files by name including written request for a special needs tribunal; appointment by the Minister of a Special Needs Tribunal; notification to the parent and board of the membership notification to the parent and board of membership; notification to the parent and board, in writing, of the process by which responsibilities shall be carried out; individualized program plan; consultation with health, social and other appropriate agencies; consultations with the parents; notice of hearings; and final decision of the Tribunal. PIB - Contains Student name, home address, age date of birth, sex, health history, mental/social disabilities, related student history, criminal history (as applicable), statement by medical/psychiatric/social or police personnel, parents/guardians names, addresses, telephone number(s), names of affiliated lawyers, advocates, social workers, and school officials.
Individuals:	Special Needs Students
Use:	Used for administering hearings of special needs tribunals when school boards determine that they cannot provide an educational program that meets the needs of a special needs student.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

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Reviews by Minister - Individual Cases

PIB #:	37
Location:	Records Management Services - Records Office
Information Maintained:	Case records related to appeals by individual students or parents on a decision made by a school board or special needs tribunal. May include written request for a review; submissions, assessments, reports, recommendations, appeals and final decisions. Very sensitive material. Contains Student name, home address, age, date of birth, gender, health history, mental/social disabilities, related student history, criminal history (as applicable), statement by medical/psychiatric/social or police personnel, parents/guardians names, addresses, telephone number(s), names of affiliated lawyers, advocates, social workers, and school officials.
Individuals:	Special needs students.
Use:	To provide resolution of disputes related to: a decision of a special needs tribunal; placement in a special education program or a francophone program; a home education program; the expulsion of a student; the amount and payment of fees or costs; the amount of fees payable by a board to another board; which board is responsible for a student; or where the accuracy or completeness of a student record are in dispute.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Stakeholder/Contact Lists

PIB #:	38
Location:	Various offices of the public body.
Information Maintained:	Name, address, telephone numbers, fax numbers and e-mail addresses.
Individuals:	Individuals receiving correspondence, information or publications relating to programs or services delivered by the public body.
Use:	Disseminate information or publications to interested individuals or to individuals participating in government programs.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

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Employee Directories/Government of Alberta Telephone Directory

PIB #:	39
Location:	Various offices of the public body.
Information Maintained:	Name, office telephone and fax numbers, office name and address, e-mail address and position title.
Individuals:	Employees of the public body.
Use:	Directing calls, visitors and mail to appropriate staff.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Expense Claims

PIB #:	40
Location:	Accounting Branches or Financial Services.
Information Maintained:	May include name, organizational unit, mailing address, telephone number, fax number, employee number, classification/occupation, kilometers travelled, purpose of travel, and other associated costs.
Individuals:	Alberta public body employees and non-public employees (e.g. contracted staff, job applicants) submitting a personal expense claim.
Use:	To process expense claims.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

Financial Management

PIB #:	41
Location:	Financial & Administrative Services, Strategic Services.
Information Maintained:	Name, address, telephone number, e-mail address, financial information, amount paid or outstanding.
Individuals:	Individuals who pay or owe money to the Government of Alberta.
Use:	To collect outstanding revenue or repay overpayments.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33 (c)

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Freedom of Information and Protection of Privacy Act Requests

PIB #:	42
Location:	Legislative Services Branch
Information Maintained:	Name (including former names of the person making the request), address, telephone number, description of information requested and/or reasons and evidence to correct information, fees paid, banking information, correspondence and copies of requested records.
Individuals:	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
Use:	Respond and process requests, compile statistics.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s.33 (c).

Action Request Tracking System

PIB #:	43
Location:	Various offices of the public body.
Information Maintained:	May include name, address, telephone number, fax number, and e-mail addresses and other personal information included by the originator within the content of the correspondence.
Individuals:	Individuals requesting information or a response from a public body senior executive.
Use:	To manage receipt of and responses to correspondence, inquiries and briefings.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s.33 (c).

Directory of Personal Information Banks

Alberta Education

Teacher Registry

PIB #:	44
Location:	Accountability and Reporting Division
Information Maintained:	Teacher name, certification number, certification status, address, date of birth, phone number, citizenship related documents, marital status related documents, education history, employment history, employer name and address, employment commencement date and end date, gender, social insurance number, ?
Individuals:	All teachers who have applied for certification in Alberta.
Use:	To maintain a registry of information, including personal information, in respect of individuals who apply for a certificate, request an evaluation of their credentials, are officers within the meaning of the Certification of Teachers Regulation, and hold a certificate, or held a certificate in Alberta or elsewhere that has expired, or been suspended or cancelled.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)

Teacher Authority Validation System

PIB #:	45
Location:	Accountability and Reporting Division
Information Maintained:	Teacher name, certification number, certification type, issue date and expiry date, certification status.
Individuals:	All teachers who have applied for certification in Alberta.
Use:	To provide a means to establish for school authorities to verify and establish that each new teacher employed or contracted by a school board, a private school, Early Childhood Services (ECS) operator, or charter school holds a form of valid authority to teach in an Alberta school.
Legal Authority:	Freedom of Information and Protection of Privacy Act, s. 33(c)