

Stakeholder/Contact Lists

PIB #:	1
Location:	Various offices of the public body
Information Maintained:	Name, address, telephone 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 consultations or government programs.
Legal Authority:	The statute allowing the particular public body to deliver its programs and services.

Employee Directories/Government of Alberta Telephone Directory

PIB #:	2
Location:	Various offices of the public body
Information Maintained:	Name, office telephone 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:	<i>Public Service Act</i>

Expense Claims

PIB #:	3
Location:	Accounting Branches or Financial Services
Information Maintained:	May include name, organizational unit, mailing address, telephone numbers, employee number, classification/occupation, kilometers travelled, purpose of travel and other expenses claimed.
Individuals:	Alberta public body employees and non-public body employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
Use:	To process expense claims.
Legal Authority:	<i>Public Service Act</i>

Contract Management System

PIB #:	4
Location:	Various offices of the public body
Information Maintained:	Name, address, telephone numbers, e-mail address, banking information and fee amount.
Individuals:	Individuals who are under contract or agreement to provide products or services to the public body.
Use:	To manage the contract or agreement arrangements of payments upon delivery of products or services.
Legal Authority:	<i>Financial Administration Act</i>

Financial Management

PIB #:	5
Location:	Accounting Branches or Financial Services
Information Maintained:	Name, address, telephone numbers, e-mail address, financial information, and 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:	<i>Financial Administration Act</i>

Freedom of Information and Protection of Privacy Act Requests

PIB #:	6
Location:	Alberta Motor Vehicle Industry Council, #303, 9945 - 50 Street, Edmonton, Alberta T6A 0L4
Information Maintained:	Name (including former names of the person making the request), address, telephone numbers, 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:	<i>Freedom of Information and Protection of Privacy Act, Section 33(c)</i>

Correspondence/Action Request Tracking

PIB #:	7
Location:	Various offices of the public body
Information Maintained:	May include name, address, telephone numbers, 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:	<i>Freedom of Information and Protection of Privacy Act, Section 33(c)</i>

Employee Files

PIB #:	8
Location:	Human Resources, personnel branches or job locations.
Information Maintained:	May include name, birth date, 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, employment history, appointment records, performance appraisals, employee relations, attendance records, pay and benefits information, staff development and training, learning accounts, occupations health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, grievances, recognition awards, job classification, professional association memberships and certifications, security clearance, parking/building passes, employee authentication log-on, and other personal data related to employment.
Individuals:	Alberta public body employees.
Use:	Records the employee's work history and payroll benefit transaction. NOTE: Employee files are in partitioned formats that limit access to only those staff who have a need to access specific information.
Legal Authority:	<i>Public Service Act</i>

Job Competitions

PIB #:	9
Location:	Human Resources or Personnel Branches.
Information Maintained:	May include name, home and office addresses, telephone numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate.
Individuals:	Applicants for Alberta public body jobs.
Use:	Document the hiring process and provide statistical data.
Legal Authority:	<i>Public Service Act</i>

AMVIC's Consumer Affairs Tracking System (CATS)

PIB #:	10
Location:	Alberta Motor Vehicle Industry Council, #303, 9945 - 50 Street, Edmonton, Alberta T6A 0L4
Information Maintained:	Name, address, telephone numbers, e-mail addresses, birthdates, social insurance number, history of licensing, history of complaints
Individuals:	Licensees - both individual salespeople and motor vehicle businesses, consumers (who have filed a complaint)
Use:	Responding to consumer inquiries, issuing licenses, complaint investigation
Legal Authority:	<i>Government Organization Act, Schedule 13, Section 2</i>

AMVIC's Customer Relationship Management (CRM) Database

PIB #:	11
Location:	Alberta Motor Vehicle Industry Council, #303, 9945 - 50 Street, Edmonton, Alberta T6A 0L4
Information Maintained:	Name, address, telephone numbers, e-mail addresses, birthdates, social insurance number, history of licensing, history of complaints
Individuals:	Licensees - both individual salespeople and motor vehicle businesses, consumers (who have filed a complaint)
Use:	Responding to consumer inquiries, issuing licenses, complaint investigation.
Legal Authority:	<i>Government Organization Act, Schedule 13, Section 2</i>

AMVIC's Open Regulate System

PIB #:	12
Location:	Alberta Motor Vehicle Industry Council, #303, 9945 - 50 Street, Edmonton, Alberta T6A 0L4
Information Maintained:	Name, address, telephone numbers, e-mail addresses, birthdates, social insurance number, history of licensing, history of complaints
Individuals:	Licensees - both individual salespeople and motor vehicle businesses, consumers (who have filed a complaint)
Use:	Responding to consumer inquiries, issuing licenses, complaint investigation.
Legal Authority:	<i>Government Organization Act, Schedule 13, Section 2</i>