

## Directory of Personal Information Banks

### Transportation Safety Board

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#### Financial Management

<b>PIB #:</b>	1
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	Name, address, telephone number, e-mail address, financial information, amount paid or outstanding.
<b>Individuals:</b>	Individuals who pay or owe money to the Government of Alberta.
<b>Use:</b>	To collect outstanding revenue or repay overpayments.
<b>Legal Authority:</b>	Financial Administration Act [RSA 2000 F-12]

#### Employee Directories/Government of Alberta Telephone Directory

<b>PIB #:</b>	2
<b>Location:</b>	Transportation Safety Board - Edmonton and Calgary.
<b>Information Maintained:</b>	Name, office telephone and fax number(s), office name and address, e-mail address and position title.
<b>Individuals:</b>	Employees of the public body.
<b>Use:</b>	Directing calls, visitors and mail to appropriate staff.
<b>Legal Authority:</b>	Public Service Act [RSA 2000 P-42]

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#### Employee Files

<b>PIB #:</b>	3
<b>Location:</b>	Human Resources, Personnel Branches or job locations.
<b>Information Maintained:</b>	May include name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, e-mail address, employee identification numbers, 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, occupational 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.
<b>Individuals:</b>	Alberta public body employees.
<b>Use:</b>	Record the employee's work history and payroll/benefit transactions. NOTE: Employee files are in partitioned formats that limit access to only those staff who have a need to access specific information.
<b>Legal Authority:</b>	Public Service Act [RSA 2000 P-42]

#### Expense Claims

<b>PIB #:</b>	4
<b>Location:</b>	Accounting Branches or Financial Services.
<b>Information Maintained:</b>	May include name, organizational unit, mailing address, telephone number(s), employee number, classification/occupation, kilometers travelled, purpose of travel and other expenses claimed.
<b>Individuals:</b>	Alberta public body employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim.
<b>Use:</b>	To process expense claims.
<b>Legal Authority:</b>	Public Service Act [RSA 2000 P-42]

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#### Freedom of Information and Protection of Privacy Act Requests

<b>PIB #:</b>	5
<b>Location:</b>	Freedom of Information and Privacy Coordinator's offices.
<b>Information Maintained:</b>	Name (including former names of the person making the request), address, telephone number(s), description of information requested and/or reasons and evidence to correct information, fees paid, banking information, correspondence and copies of requested records.
<b>Individuals:</b>	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
<b>Use:</b>	Respond and process requests, compile statistics.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, s.33 ( c )

#### Correspondence/Action Request Tracking

<b>PIB #:</b>	6
<b>Location:</b>	Transportation Safety Board - Edmonton and Calgary.
<b>Information Maintained:</b>	May include name, address, telephone numbers, and e-mail addresses and other personal information included by the originator within the content of the correspondence.
<b>Individuals:</b>	Individuals requesting information or a response from Alberta Transportation Safety Board.
<b>Use:</b>	To manage receipt of and responses to correspondence, inquiries and briefings.
<b>Legal Authority:</b>	Freedom of Information and Protection of Privacy Act, s. 33 ( c )

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#### Job Competitions

<b>PIB #:</b>	7
<b>Location:</b>	Human Resources or Personnel Branches.
<b>Information Maintained:</b>	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.
<b>Individuals:</b>	Applicants for Alberta public body jobs.
<b>Use:</b>	Document the hiring process and provide statistical data.
<b>Legal Authority:</b>	Public Service Act [RSA 2000 P-42]

#### Alberta Transportation Safety Board Driver Review and Quasi Judicial Appeal Hearings

<b>PIB #:</b>	8
<b>Location:</b>	Transportation Safety Board - Edmonton and Calgary.
<b>Information Maintained:</b>	Driver record, AADAC reports / assignments, Impact Summary Reports, Ignition Interlock Reports, confirmations of remedial education, course evaluations, police disclosure, Registrar of Motor Vehicles' Services disclosure, status of Maintenance Enforcement personal information, legal briefs, correspondence, Board Orders and Disposition Letters.
<b>Individuals:</b>	<p>Drivers referred to the Board by the Registrar/Courts/Minister due to the condition of their driving record in the interest of public safety for a Driver Review Hearing and character witnesses providing statements on behalf of the driver.</p> <p>Drivers, company official/representative, witnesses and police officers involved in appeals of Vehicle Seizures, AALS/AZAT, and decision of the Registrar of Motor Vehicles' Services or Railway Administrator.</p>
<b>Use:</b>	<p>The information is obtained in order to determine if the Board should reinstate driving privileges in the interest of public safety for those appearing for a Driver Review Hearing.</p> <p>The information is provided for the Board's assessment and reasons for decision on an appeal.</p>
<b>Legal Authority:</b>	Traffic Safety Act [TSA 2000 T-6]