

Personal Information Banks in the City of St. Albert

The *Freedom of Information and Protection of Privacy* legislation requires the City to publish the locations within the City where personal information banks are kept.

The criteria for a Personal Information Bank are:

- 1. contains personal information**
- 2. takes the form of a collection that is organized**
- 3. organized or retrievable by the name or an identifying, number, symbol or other particular assigned to an individual**

The City personal information banks that are located in Divisions and Departments as follows:

Personal Information Banks in the City of St. Albert

Title	Location	Information	Types of Individuals	Use or Purpose
Accident Reports				
Police Reports	-Risk & Insurance	Name, address, phone number, vehicle information, age, health information and birthdate	Accident Claimants	Determine Liability
Bad Cheques				
Bad Cheque List	-Recreation Services -Taxation Services	Name, phone number of client who has had NSF	Adults	Checking on payments and payment status
Cemetery				
Cemetery	-Legislative Services	Presale and cemetery service.	Cemetery clientele	Provide for space reservations, purchase, interment services, and follow up
Cemetery	-Public Works	Burial plot by name and purchaser	Cemetery clientele	Plot identification
Clients				
Client Files	-Family and School liaison program	Name, address, reason for referral, counsellor's notes, questions, answers, advice on families and children	Adults Children Families	Statistics and follow up
Client Lists	-Family and Community Support Services— Support to Families	Name, address, phone number, support program	Families, children, adults	Tracking statistical data and contacts for program evaluation
Program Registrations	-Recreation Services	Registration of adult's and child's name, address and type of program: swimming, Special needs, Program level	Adults and Children	Providing programs and follow up
Special Needs Clients	-Recreation Services	Name, age, disability and special needs	Adults and Children	Providing programs

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Contests				
Contest Draws	-Corporate Communications	Name and phone number	Individuals who enter contest	Notify contest winner.
Development				
Development Proposal	-Planning	Name, address and e-mail	Property Owners	Notify residents living within 200 meters of the proposed development
Emergency				
911 Emergency records	-Fire Hall	Name, address, incident and may include voice recording	Residents	Support administrative functions
Emergency Services (Ambulance) Invoices	-Financial Services	Name, address, amount owed, pick-up location and destination, mileage, date, and penalty charges	All ages	Collect payment
St. Albert Confidential Emergency Contact List	-Corporate Communications	Name, work, home and cell phone number	City Personnel	Emergency Contact
Fire				
Fire Incident Reports	-Fire Hall	Name, address, type of health related problem	Residents, Alberta Fire Chief	Statistical data
Grants				
Environmental initiatives grant list	-Office of the Environment	Name, address and phone number	Applicants	Application Administration, and clarification
Instructors				
Lists	-Cultural Services	Evaluation, payroll, feedback re program administration	-Instructors	-Contact -Determine suitability for future assignments
Insurance				
Claim Records	-Risk & Insurance	Name, address, phone number, vehicle information, age, health information and birthdates	Accident Claimants	Determine Liability

Title	Location	Information	Types of Individuals	Use or Purpose
Servus Credit Union Place	-Risk & Insurance	Name, address, phone number, vehicle information, age, health information and birthdate	Citizens of St. Albert	Determine Liability
Letters of Credit				
Letters of Credit	-Planning & Engineering	Name, address of developer, and bank name	City Employees	Financial Management
Licenses				
Business License Directory	-Business & Tourism	Name, Address, phone number, home occupation, and employee name	Business owners	Distribute information and Enforce licensing
Dog License Owners	-Financial Services -Bylaw Enforcement	Dog license holder's name, address, phone number and dog breed and sex	Dog owners	Apply dog bylaw
Mailing Lists				
	-City Manager and Mayor -Community and Protective Services	-Name, address, fax, phone number and e-mail	-Individuals who send letters to the City -Northern Alberta Children's Festival	-Assists with responding to the requests from citizens -Contact
	-Recreation Services	Name and address	Customers	Invoicing customers
	-Planning	Name and address	Property Owners	Notify residents of a specific project
Memberships Lists				
Committees and Boards Lists	-Legislative Services	Name address phone number, e-mail, application and assignment	Board and committee members	Recruitment, selection, training, and operation of committees/boards
Visual Arts Groups Membership Lists	-Cultural Services	Name, address, phone number and e-mail	St. Albert Place Visual Arts Council, User Groups	Class enrolment and information sharing.
Youth Council Members Lists	-Family and Community Support Services	Name, address, biography, and service log	Youth	Program operation and evaluation

Title	Location	Information	Types of Individuals	Use or Purpose
Meters				
Meter Readings	-Financial Services	Name, address, route number, reading, date, and consumption	Clients	Billing
Patients				
Patient Care Reports	-Fire Hall	Name, address, type of health related problem	Residents	Billing ambulance users
Payments				
Utility Payments	-Financial services	Payment received by cheque, cash or bank transfer	All utility customers	Providing service
Performers				
Lists	-Arden Theatre	Name and address, performance date,	Performers	Support administrative functions and reimburse performers
Permits				
Block Party Permits	-Engineering	Name, address, phone number, e-mail	Citizens	Applications for Permit
Building Permits	-Engineering	Name, address and phone number	Property Owners	Notify residents of proposed development.
Development Permits	-Planning & Engineering			
Permits For Discretionary Use	-Planning	Name, address and e-mail	Property Owners	Notify residents living within a 30 meter radius of permit approval
Personnel				
Casual Labour	-Public Works	Orientation and review form and personal evaluation notes re name	Casual Employees	Call backs
Labour Summary Sheets	-Public Works	Name address assignment	City employees	Administer and monitor projects
Payroll	-Financial Services	Name, position and pay information	City Personnel	Administer payment of employees

Title	Location	Information	Types of Individuals	Use or Purpose
Personnel Advance Lists	-Financial Services	Name, home address, home phone, amount paid, amount submitted, expense description, personal credit card number, and procurement card number	City Personnel	Prepay travel expenses and provide employees a cash advance
Personnel Credit Card Holders	-Financial Services	Name, address, employee number, date of birth, maiden name	City Personnel	Support administration of credit cards
Personnel Files	-Director of Public Works	Name, position, evaluation, training, timesheet, working schedule	City Employees	Evaluation, training and operational
Personnel Files	-General Managers' Offices in: -Community and Protective Services; -Corporate Services; and -Planning and Engineering	Name, position evaluation, training	City Employees	Evaluation and training
Personnel Files	-Human Resources	Employee history, name, address, birth date, application, resume, offer letter, employment history, performance evaluation, payroll information, insurance and benefits, claims, training, hire, rehire, termination and suspension, accident, and insurance claims	City Employees	Personnel selection, recruitment, training, evaluation, and termination
Photo Release Form	-Corporate Communications	Name, address, images and signature	Individual photo capture	Reproduce images of individuals
Student Practicum	-Family and Community Support Services	Name, address, phone number, contact person, program, hours worked and appraisal	College and University practicum students	Monitoring student participation and progress
Temporary staff for election and census	-Legislative Services	Name, address, phone number, test result, evaluation	Temporary employees	Provide staffing for short-term projects such as census and election

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Police				
Police Reports	-Risk & Insurance	Name, address, phone number, vehicle information, age, health information and birthdate	Accident Claimants	Determine Liability
Rights of Way				
Rights of way, Easements, Encroachments	-Engineering	Name, address and phone number	Property Owners	Determine Liability
Services				
Garbage Sticker Inventory Control log	-Financial Services	Name and number of stickers	All garbage customers	Providing service
Utility applications/cancellation of services	-Financial Services	Name, water, sewage, garbage requirement, address, phone number, date of possession	All utility customers	Providing and cancelling services
Sponsors				
Lists	-Cultural Services	Name, address and phone number	Individuals and companies that sponsor NAICF	Recognition and appreciation and future contacts
Subdivisions				
Subdivision Notices	-Planning	Name, address and e-mail	Property Owners	Notify residents living 100 meters of the application to change
Surveys				
Surveys	-Business & Tourism	Name, address, phone number, fax, and e-mail	Residents	Provide Planning Information, and Satisfaction level
Surveys	-Corporate Communications	Name, address and e-mail	Residents of the City	Level of Satisfaction
Taxation				
Aged Accounts Receivable—property and business tax	-Taxation	Name, address, outstanding amount, roll number	Property Owners in arrears	Collection taxation
Assessment Inspection Reports	-Assessment Services	Inspection report, assessment roll number, address, name, phone number, builder, occupancy date, sale price, permit number, permit date and property details	Property owners	Determine taxation

Title	Location	Information	Types of Individuals	Use or Purpose
Market Value	-Assessment Services	Previous owner, new owner, sale date, address, sale price	Property sellers and buyers	Support assessment
Paid Tax Receipts	-Taxation	Name, date of payment, receipt number, property title and amount paid	Property owners	Administer tax levy
Pre-authorized tax payment plan agreements	-Taxation	Contracts with name, address, phone number, bank information and sample cheque	Property owners	Administer tax levy
School Support Declarations	-Taxation	School support for name and address	Property owners	Submit school taxation information to province
Transit				
Drivers' Abstract	-Transit	Driving record with name, address and information on traffic convictions	Transit Drivers	Determine drivers' qualifications to drive buses
Handi-Bus Registry	-Transit	Name, address, birth date, type of disability, emergency information	Disabled citizens	Determine eligibility for access to handi-bus
Seniors Bus Pass Registry	-Transit	Name and birthdate	Seniors	Provide service to seniors at reduced rates
Student Passengers	-Transit	Name, and address	Students	Send bus passes to students
Volunteers				
Database	-Cultural Services	Name and Address and phone number	Volunteers	Contact
Lists	-Arden Theatre	Name, address, phone number and e-mail	Volunteers	Contact
Lists	-Recreation Services	Name, address, phone number and e-mail	Volunteers	Contact and Evaluation