



Stakeholder/Contact Lists

PIB #:	1
Location:	Various APS business areas
Information Maintained:	Information maintained may include: names, addresses, telephone numbers, and email addresses.
Individuals:	APS employees, contractors, vendors, APS Board members, employer contacts, and Government of Alberta contacts.
Use:	To obtain services and products for APS; to maintain contact with project team members; to contact APS employees, employers, contractors and board members; for business continuity purposes; and to identify operational personnel for applications and services.
Legal Authority:	Government Organization Act, and the Freedom of Information and Protection of Privacy Act



Directory of Personal Information Banks Alberta Pensions Services Corporation (APS)

Expenditure Management

PIB #: 2

Location: APS business areas that may include: Business Technology, Financial Services, Human Resources and Organizational Development, and Office of the CEO

Information Maintained: Information maintained may include: names, credit card information, addresses, telephone numbers, association member registration numbers, position level, and employee identification number.

Individuals: APS employees, APS Board members, Plan Board members, and contractors.

Use: To process, verify and reimburse expense claims; to retain and use for audit purposes; to process and verify invoices; to administer issuance and retrieval of corporate credit cards; to process purchase orders; to administer expenditure approval process and contracts for services and/or products.

Legal Authority: Financial Administration Act, and the Freedom of Information and Protection of Privacy Act



Activity Tracking

PIB #: 3

Location: APS business areas that may include: Client Operations, Employer Services, Infrastructure Management, Infrastructure and Technical Services, Legal Services, Member Services, Pensions Policy, Plan Board Secretariat, Privacy Advocate Office, and Risk Management and Compliance

Information Maintained:

Information maintained may include: name; Social Insurance Number (SIN); client identification number; information related to an individual's pension; name of client's legal representative; addresses; telephone and fax numbers email addresses; employment history; information on spouse and/or ex-spouses; information specific to nature of a complaint, incident or request; file number; issue/description of file; status of file and other documents received or mailed.

Individuals: The information maintained may be related to anyone that interacts with APS, including our clients, pension partners, spouses, beneficiaries, dependants, APS employees, contractors and general public.

Use: To track and maintain the progress of activities, assignments, complaints, correspondence, service requests, inquiries, resource allocation on projects; to generate reports for reporting purposes; to use for audit purposes; to store and retrieve pension information on pension administration topics; and to retain evidence to support investigations completed.

Legal Authority: Public Sector Pension Plans Act, Government Organization Act, Federal Income Tax Act, Legislative Provisions Regulations, and the Freedom of Information and Protection of Privacy Act



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Employee Files

PIB #: 4

Location: APS business areas that may include: Financial Services, and Human Resources and Organizational Development

**Information
Maintained:**

Information maintained may include: name, birth date, gender, marital status, salary, SIN, addresses, telephone and fax numbers, email addresses, employee identification number, compensation information, security clearances, start date, pension information, employment status, emergency contacts, APS familial relationships, spouse and dependent information (name, date of birth, provincial health number, relationship, family benefits), provincial health number, employment history, photo identification (driver's license, citizenship, passport, working visa), qualifications, banking information, and other information related to job applications. Also includes attendance records, employee goals, performance appraisals, performance improvement plans, letters of expectation, certifications, education, employee training records, garnishments, termination information, severance packages, commendations, grievances, disciplinary information, labour representatives, labour dispute information work accommodations, and dedicated service award expenditures.

Individuals: APS employees, their spouses and dependents.

Use: Administer and manage employees; to analyze payroll activities; to track employee development and performance; to track and verify: employee training, absences, overtime and working schedule; administer and manage long term disability situations; to provide information to Canada Revenue Agency for tax purposes; and to process for billing and benefits information.

Legal Authority: Federal Income Tax Act, Employment Standards Act, and the Freedom of Information and Protection of Privacy Act



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APS Pension Administration Systems

PIB #: 5

Location: Various APS business areas

**Information
Maintained:**

Information maintained may include: name, gender, date of birth, marital status, SIN, address, phone number, client identification number, banking information, employer identifier, information related to an client's pension, name of client's legal representative, information about pension partner, ex-pension partner and beneficiary (name, date of birth, address, phone number, relationship), employer contact information, legal documents that may contain dependent information or other information related to matrimonial property breakdown issues, benefit calculations and related information, employment history, salary, worker's compensation information, death information, disability related health information, approval status of disability review, administrative reviews and appeals, and motor vehicle information.

Individuals: Clients, pension partners, ex-pension partners and beneficiaries.

Use: To administer and manage clients for benefits entitlement; to process and administer pensions and other pension administration functions; to address client issues and measure client satisfaction; to test and ensure data quality and accuracy, actuarial services and policy administration; to process and administer remunerations to clients and report income to Canada Revenue Agency; to conduct administrative reviews and apply the Complaint Framework; to maintain copies of correspondence to legal advisors; and to obtain legal advice for determination regarding administration.

Legal Authority: Public Sector Pension Plans Act, Federal Income Tax Act, Financial Administration Act, Access to Motor Vehicle Information Regulation, Suppression of Terrorism Regulations under the United Nations Act (Canada), and the Freedom of Information and Protection of Privacy Act



Job Competitions

PIB #: 6

Location: Human Resources and Organizational Development

**Information
Maintained:**

Information maintained may include: names, address, phone number, email address, test exam results, approvals (signatures and names), resumes, photos, offer dates, names of successful and unsuccessful candidates, work experience, education information, referral opinions regarding the candidate, voluntary work experience, past employment history, credentials and/or professional designations documents, reference information, interview and evaluation assessments/opinions.

Individuals: Applicants for APS job postings.

Use: Used to track recruitment for job competitions, substantiate hiring decisions, and enroll new employees in corporate training.

Legal Authority: Employment Standards Act, and the Freedom of Information and Protection of Privacy Act



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Board Member Information

PIB #: 7

Location: APS business areas that may include: Financial Services, Human Resources and Organizational Development, Plan Board Secretariat, and Office of the CEO

Information Maintained: Information maintained may include: name, phone numbers, addresses, SIN, documents pertaining to credentials or professional designations, conference attendance information, memberships, remuneration and expenses, tax status, and citizenship information.

Individuals: APS Board members and candidates, Plan Board members and candidates.

Use: To administer and manage board members; to track attendance to board meetings for annual reporting purposes; to maintain corporate filings (which may be disclosed as a matter of public record); to generate tax documentation; and to administer and report remuneration for board members.

Legal Authority: Business Corporations Act, Federal Income Tax Act, Employment Standards Act and the Freedom of Information and Protection of Privacy Act



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Administrative Reviews/Appeals/Advisory Services

PIB #: 8

Location: APS business areas that may include: Client Operations, Client Solutions, Information Governance, Internal and External Legal Services, Member Services, and Pensions Policy

Information Maintained: Information maintained includes a broad scope of personal information that is required for benefits entitlement that may include: name, SIN, client identifier number, marital status, pension partner name, pension partner date of birth, employment history, salary, and disability related health information.

Individuals: Clients (including pension partners, ex-pension partners and beneficiaries).

Use: To gather information for administrative reviews and appeals for appropriate plan boards regarding the issue in dispute; to respond and administer administrative decision reviews; to obtain legal advice for determination of benefits entitlement; and to respond to complaints and legal discovery requests.

Legal Authority: Public Sector Pension Plans Act, Access to Motor Vehicle Information Regulation, Legislative Provisions Regulations, Federal Income Tax Act, and the Freedom of Information and Protection of Privacy Act



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Building and Parking Administration

PIB #: 9

Location: Infrastructure Management, and Infrastructure & Technical Services

Information Maintained: Information maintained may include: name, photograph of individual, access card number, employee number, visitor identification number, and vehicle license plate number.

Individuals: APS employees, contractors, APS Board members, Plan Board members and APS visitors.

Use: To manage and administer distribution of parking stalls; administer distribution of access and security cards to the building; track visitors to the building; and to follow up for return of access and visitor identification cards.

Legal Authority: Government Organization Act and the Freedom of Information and Protection of Privacy Act



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Business Technology Governance & Administration

PIB #:	10
Location:	Business Technology
Information Maintained:	Information maintained may include: name, employee network locations, internet locations visited, categories of websites visited, pension system administration audit logs, email addresses, workstation and IT asset assignments, IP addresses, PC numbers, access permission information, user names/passwords, and contact information.
Individuals:	APS employees, contractors, and APS Board members.
Use:	To provide network access; maintaining and administering IT services, business resilience, activity tracking and change management; to test and ensure data quality and accuracy; and to use for audit related purposes.
Legal Authority:	Freedom of Information and Protection of Privacy Act



Next Generation Project (Pension System Conversion)

PIB #: 11

Location: Various APS business areas

**Information
Maintained:**

Information maintained may include: name, gender, date of birth, marital status, SIN, address, phone number, client identification number, employer identifier, information related to a client's pension, client's legal representative, information about pension partner, ex-pension partner and beneficiary (name, date of birth, address, phone number, relationship), employer contact information, court documents that may contain dependent information or other property related to matrimonial property breakdown issues, benefit calculations and related information, employment history information, salary information, worker's compensation information, death information, disability related health information, approval status of disability review, administrative reviews and appeals, and motor vehicle information from Alberta Motor Vehicle Information System database.

Individuals: Clients, pension partners, ex-pension partners, beneficiaries, and legal representatives.

Use: The Next Generation Project is an ongoing project to upgrade our pension processing software. Data extracted for conversion purposes, and software testing and training.

Legal Authority: Access to Motor Vehicle Information Regulation, Public Service Pension Plans Act, and the Freedom of Information and Protection of Privacy Act.

Note: This PIB will cease to exist once the Next Generation pension software conversion project has come to a close.



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Freedom of Information and Protection of Privacy Act Requests (FOIPNet)

PIB #:	12
Location:	Stored in the Government of Alberta housed software and server. Content provided by APS Privacy Advocate Office
Information Maintained:	Information maintained may include: name, address, phone number, and email address and any other personal information provided by the applicant.
Individuals:	Applicants requesting information through the formal Freedom of Information and Protection of Privacy Act (FOIP Act) process, including individuals acting on behalf of another person (third parties).
Use:	To respond, process, and track all FOIP Act requests, Office of the Information and Privacy Commissioner of Alberta investigations, other public body consultations, and to provide annual statistics to the Government of Alberta (personal information removed).
Legal Authority:	Public Service Pension Plans Act, and the Freedom of Information and Protection of Privacy Act