



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

---

### Stakeholder/Contact Lists

<b>PIB #:</b>	1
<b>Location:</b>	Various APS business areas
<b>Information Maintained:</b>	Name, address, telephone number, and email address.
<b>Individuals:</b>	APS employees, contractors, vendors, APS Board members, employer contacts, external actuaries, Plan Board members, and Government of Alberta contacts.
<b>Use:</b>	To obtain services and products for APS; maintain contact with project team members, APS employees, prospective APS employees, benefit providers and brokers, employers, contractors, and board members; provide plan membership data for valuation purposes; validate access for applications, services, and routine administration reports; and for business continuity purposes.
<b>Legal Authority:</b>	<i>Government Organization Act, and Freedom of Information and Protection of Privacy Act</i>



## **Expenditure Management**

**PIB #:** 2

**Location:** APS business areas that may include: Compliance, Financial Services, Human Resource Services, Information Services and Technology, Internal Audit, and off-site records storage

**Information Maintained:** Name, credit card information, address, telephone number, association member registration number, and employee identification number.

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

**Use:** To process, verify and reimburse expense claims, purchase orders, and invoices; retain and use for audit and compliance validation purposes; issue and retrieve corporate credit cards; administer the expenditure approval process and contracts for services and/or products.

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



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

---

### Activity Tracking

**PIB #:** 3

**Location:** APS business areas that may include: Actuarial Services, Corporate Communications, Client Operations, Client Relations, Client Services, Financial Services, Information Services and Technology, Legal Services, APS Partner for Life program, Pensions Policy, Privacy Advocate Office, and Risk Management and Compliance.

**Information Maintained:** Name; Social Insurance Number (SIN); member\* identification number; information related to a member's\* file; name of member's\* legal representative; address; telephone and fax numbers; email addresses; employment history; information on spouse, ex-spouses and beneficiaries; information specific to nature of a complaint, incident or request; file number; issue or description of file; other documents received or mailed; APS blood donor names and donation dates.

**Individuals:** Anyone that interacts with APS, including our members\*, pension partners, personal representatives, spouses, beneficiaries, dependents, Alberta Minister of Finance, APS employees, APS blood donors, employer representatives, contractors and the general public.

**Use:** To track and maintain the progress of activities, assignments, calculations, complaints, correspondence, inquiries, project resource allocation, queues, and service requests; to generate reports; to track and facilitate donations under the APS Partner for Life program; and to retain evidence to support completed investigations.

**Legal Authority:** *Public Sector Pension Plans Act, Government Organization Act, Federal Income Tax Act, Public Sector Pension Plan (Legislative Provisions) Regulation, Local Authorities Pension Plan Regulation, Management Employees Pension Plan Regulation, Supplementary Retirement Plan for Public Service Managers Regulation, Public Service Management (Closed Membership) Pension Plan (Closed Plan) Act and Regulation, Special Forces Pension Plan Regulation, Public Service Pension Plan Regulation, Provincial Judges and Masters in Chambers Registered and Unregistered Pension Plans Regulation, Members of the Legislative Assembly Pension Plan Regulation, and Freedom of Information and Protection of Privacy Act*



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

---

### Employee Files

<b>PIB #:</b>	4
<b>Location:</b>	Various APS business areas and off-site records storage
<b>Information Maintained:</b>	Name, date of birth, SIN, gender, provincial health number, photo identification, salary, addresses, telephone and fax numbers, email addresses, employee identification number, demographic and compensation information, banking information, employment history, memberships, certifications, educational history, qualifications, security clearances, start date, pension information, employment and tax status, marital status, emergency contacts, familial relationships, spouse and dependent information, attendance records, employee goals, performance appraisals, performance improvement plans, letters of expectation, training records, garnishments, disciplinary information, workplace investigations, termination information, severance packages, medical notes, grievances, labour dispute information, work accommodations, commendations, and dedicated service award expenditures.
<b>Individuals:</b>	APS employees, their spouses and dependents, and former APS employees.
<b>Use:</b>	Administer and manage employees; analyze payroll activities; audit and validate payroll; track employee development and performance; track and verify: employee training, absences, overtime and working schedule; administer and manage long-term disability situations; provide information to Canada Revenue Agency for tax purposes; and process billing and benefits.
<b>Legal Authority:</b>	<i>Federal Income Tax Act, Employment Standards Act, and Freedom of Information and Protection of Privacy Act</i>



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

---

### APS Pension Administration Systems

**PIB #:** 5

**Location:** Various APS business areas

**Information Maintained:** Member\*, pension partner and beneficiary name(s), gender, date of birth, marital status, SIN, address, phone number, relationship to member\*; member\* identification number; banking information; employer identifier; information related to a member's\* pension; name of legal representative; file notes; legal documents; salary; employment history; benefit calculations and related information; worker's compensation information; disability related health information; death information; and administrative reviews and appeals.

**Individuals:** Members\*, pension partners, legal representatives, and beneficiaries.

**Use:** To administer, process, and manage members\* for benefit entitlement, pension administration functions, remuneration, taxation, satisfaction surveys, and address pension related issues; audit and compliance validation; to monitor organizational performance and task management through the utilization of dashboards, reports and queries; and obtain legal advice for determination regarding administration.

**Legal Authority:** *Public Sector Pension Plans Act, Government Organization Act, Federal Income Tax Act, Public Sector Pension Plan(Legislative Provisions) Regulation, Local Authorities Pension Plan Regulation, Management Employees Pension Plan Regulation, Supplementary Retirement Plan for Public Service Managers Regulation, Public Service Management (Closed Membership) Pension Plan (Closed Plan) Act and Regulation, Special Forces Pension Plan Regulation, Public Service Pension Plan Regulation, Provincial Judges and Masters in Chambers Registered and Unregistered Pension Plans Regulation, Members of the Legislative Assembly Pension Plan Regulation, Financial Administration Act, Access to Motor Vehicle Information Regulation, Suppression of Terrorism Regulations under the United Nations Act (Canada), and Freedom of Information and Protection of Privacy Act*



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

---

### Job Competitions

<b>PIB #:</b>	6
<b>Location:</b>	Compliance, Human Resource Services, Internal Audit, Office of the CEO, and off-site records storage
<b>Information Maintained:</b>	Names of successful and unsuccessful candidates, address, telephone and fax numbers, resumes, samples of work, work experience, education information, background checks, references, credentials and/or professional designation documents, screening and evaluation results.
<b>Individuals:</b>	Applicants for APS job postings.
<b>Use:</b>	To track recruitment for job competitions, substantiate hiring decisions, enroll new employees in corporate training, and to retain and use for audit and compliance validation purposes.
<b>Legal Authority:</b>	<i>Employment Standards Act, and Freedom of Information and Protection of Privacy Act</i>



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

---

### Board Member Information

<b>PIB #:</b>	7
<b>Location:</b>	APS business areas that may include: Client Relations, Client Services, Compliance, Corporate Secretariat, Financial Services, Human Resource Services, Internal Audit, Office of the CEO, and off-site records storage
<b>Information Maintained:</b>	Name, phone numbers, addresses, SIN, documents pertaining to credentials and professional designations, conference attendance information, memberships, remuneration and expenses, tax status, and citizenship information.
<b>Individuals:</b>	Board members and candidates
<b>Use:</b>	To administer, process and manage board members information for payroll activities, expense disclosures, taxation, audit, and compliance validation; track attendance at board meetings; to support relationship building between APS and the plan boards and to maintain corporate filings.
<b>Legal Authority:</b>	<i>Business Corporations Act, Federal Income Tax Act, Employment Standards Act and Freedom of Information and Protection of Privacy Act</i>



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

---

### **Administrative Reviews/Appeals/Advisory Services**

<b>PIB #:</b>	8
<b>Location:</b>	APS business areas that may include: Client Operations, Client Relations, Compliance, Information Governance, Internal Audit, Legal Services, Member Services Centre, Pensions Policy and off-site records storage
<b>Information Maintained:</b>	A broad scope of personal information that is required for benefits entitlement that may include: name; date of birth; SIN; member* identifier number; salary; employment history; file number, issue, notes and description; previous pension plan membership; disability related health information; marital status; pension partner name and date of birth.
<b>Individuals:</b>	Member*, pension partners and beneficiaries.
<b>Use:</b>	To gather information, track progress and respond to administrative reviews and appeals; to obtain legal advice for determination of benefits entitlement; to respond to complaints and legal discovery requests; to retain and use for audit and compliance purposes.
<b>Legal Authority:</b>	<i>Public Sector Pension Plans Act, Access to Motor Vehicle Information Regulation, Legislative Provisions Regulations, Federal Income Tax Act, Public Interest Disclosure (Whistleblower Protection) Act, and Freedom of Information and Protection of Privacy Act</i>





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

---

### **Building and Parking Administration**

<b>PIB #:</b>	9
<b>Location:</b>	Compliance, Client Services, Information Technology and Services, Internal Audit and off-site records storage
<b>Information Maintained:</b>	Name, photograph of employees and contractors, access card number, employee number, visitor identification number, and vehicle license plate number.
<b>Individuals:</b>	APS employees, contractors, APS Board members, Plan Board members and APS visitors.
<b>Use:</b>	To manage and administer access and visitors to the building; track the distribution of parking stalls and security cards; follow up on the return of access, visitor identification cards and parking placards; and retain and use for audit and compliance purposes.
<b>Legal Authority:</b>	<i>Government Organization Act and Freedom of Information and Protection of Privacy Act</i>



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

---

### **Information Services and Technology Administration**

<b>PIB #:</b>	10
<b>Location:</b>	Compliance, Information Services and Technology (IS & T) and Internal Audit
<b>Information Maintained:</b>	Name, employee network drive locations, internet locations visited, categories of websites visited, pension system administration audit logs, workstation and IT asset assignments, IP addresses, access permission information, user names, passwords, and contact information.
<b>Individuals:</b>	APS employees, APS guests, contractors, and APS Board members.
<b>Use:</b>	To provide network access; maintain and administer IT services, business resilience, activity tracking and change management; retain and use for audit and compliance purposes; test and ensure data quality and accuracy; and use for audit related purposes.
<b>Legal Authority:</b>	<i>Freedom of Information and Protection of Privacy Act</i>



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

**PIB #:** 11

**Location:** Stored in the Government of Alberta housed software and server. Content provided by APS Privacy Advocate Office. Internal Audit may access for audit purposes.

**Information Maintained:** Information maintained may include: name, address, member\* identification number, phone and fax number, 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 process, including individuals acting on behalf of another person (third parties).

**Use:** To respond, process, and track all access to information requests, Office of the Information and Privacy Commissioner of Alberta investigations, other public body consultations, to provide annual statistics to the Government of Alberta (personal information removed); to retain and use for audit and compliance purposes.

**Legal Authority:** *Freedom of Information and Protection of Privacy Act*