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## DIRECTORY OF PERSONAL INFORMATION BANKS

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Compiled by: Corporate Services  
March 2017

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### 1 Introduction

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The *Freedom of Information and Protection of Privacy Act* (FOIP) came into force for local government bodies on October 1, 1999. The Act governs the collection, use and disclosure of personal information by public bodies as well as providing access to information in the custody of and under the control of public bodies.

Within the City of Camrose, all departments, committees, boards and commissions fall under FOIP.

#### 1a) Purpose of the Act

The purpose of FOIP is to make public bodies accountable to the public by providing access to records and by protecting the personal privacy of individuals. The Act is built upon the following principles:

- to allow any person a right of access to records in the custody or under the control of a public body (e.g., City of Camrose) subject to limited and specific exceptions as set out in the Act; to control the manner in which the City of Camrose may collect personal information from individuals, to control the use that the City of Camrose may make of that information and to control the disclosure by the City of Camrose of that information;
- to allow individuals, subject to limited and specific exceptions as set out in this Act, a right of access to personal information about themselves that is held by the City of Camrose;
- to allow individuals the right to request corrections to personal information about themselves held by the City of Camrose; and
- to provide an independent review of decisions made by the City of Camrose under this Act and resolution of complaints under this act.



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### 1 Introduction

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#### 1b) Impact of the Act

FOIP:

- applies to all records in the custody or under the control of the City of Camrose, regardless of media or location with limited and specific exceptions such as quasi-judicial decisions, questions used in an interview, archival material, a personal or constituency record of an elected official etc;
- governs the way the City of Camrose collects, uses, discloses and disposes of its records; and
- requires the City of Camrose to make available to the public, manuals used in operation and decision making.

The Act is based on the assumption that the records of the City of Camrose are public and, with some exceptions, are to be as open and accessible as possible. The Act also views the City of Camrose's records as being in the City's control and custody during their existence.

This will make the City of Camrose accountable for its records and information management practices concerning access to information and privacy protection to an external authority, the Information and Privacy Commissioner.

The Directory of Personal Information Banks is intended for use by the FOIP Head, FOIP Coordinator, City of Camrose staff within all departments and members of the public as a method of determining the location of City of Camrose records within various departments. The City of Camrose recommends that any inquiries about a record be directed to the department that has custody or control of the records. Formal written requests for information under FOIP are to be directed to the FOIP Coordinator, City of Camrose at 5204-50 Avenue, Camrose, AB, T4V 0S8 or by telephone at 780-678-3027.

**Note:** Personal Information collected by the City of Camrose may be disclosed in accordance with this Act.



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### 2 FOIP Contacts

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<u>Contact</u>	<u>Telephone</u>	<u>Fax</u>	<u>Email</u>
<b>FOIP Coordinator</b> Kim Isaak 5204-50 Avenue Camrose, AB T4V 1T2	780-678-3027	780-672-2469	<a href="mailto:kisaak@camrose.ca">kisaak@camrose.ca</a>
<b>FOIP Head</b> Malcolm Boyd 5204-50 Avenue Camrose, AB T4V 1T2	780-672-3027	780-672-2469	mboyd@camrose.ca



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## DIRECTORY OF PERSONAL INFORMATION BANKS

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### 3 Directory of Terms

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- 3a) Exception to Disclosure** Exceptions to Disclosure are a provision of the Act, which either require or permit refusal of the right of access to records or personal information in the custody or under the control of the City of Camrose. The Act specifies limited and specific exceptions where disclosure would result in harm to government or a third party. These exceptions are set out in Section 16 to 29 Act.
- 3b) FOIP Head/Coordinator** An employee of the City of Camrose delegated the responsibility of processing FOIP requests.
- 3c) Personal Information Bank** A collection of personal information that is organized or retrievable by the name of the individual or by an identifying number, symbol or other particular assigned to an individual.
- 3d) Personal Information** Personal information means recorded information about an identifiable individual, including:
- the individual's name, home or business address or home or business telephone
  - the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
  - the individual's age, sex, marital status or family status,
  - an identifying number, symbol, or other particular assigned to the individual,
  - the individual's fingerprints, other biometric information, blood type, genetic information about a physical or mental disability,
  - information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
  - anyone else's opinions about the individual, and
  - the individual's personal views or opinions, except if they are about someone else.



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### 3 Directory of Terms

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**3e) Record**

A record is information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.



## DIRECTORY OF PERSONAL INFORMATION BANKS

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### 4 Director of Personal Information Banks By Department

<u>Title</u>	<u>Location</u>	<u>Information</u>	<u>Types of Individuals</u>	<u>Purpose of Collection</u>
<b>Accident Reports</b>				
	All Departments	Name of individual, address, telephone number, gender; name of parent or guardian if applicable, description of injury sustained, responder's treatment, family doctor's name; witness to accident's name, signature of employee on duty, date, time, location of incident	Employees Residents Customers	Reporting
<b>Aviation</b>				
	Infrastructure and Planning and Public Works	Name, address, phone number	Adults utilizing the facility	Reporting and Metrics
<b>Police Reports</b>				
	Financial Services	Name, address, phone number, vehicle information, age, health information and birthdate	Accident Claimants	Determine Liability



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<u>Title</u>	<u>Location</u>	<u>Information</u>	<u>Types of Individuals</u>	<u>Purpose for Collection</u>
<b><u>Bad Cheques</u></b>				
Bad Cheque List	Community Services Financial Services	Name, phone number of client who has had NSF	Adults	Check on payments and payment status
<b><u>Cemetery</u></b>				
Plot Purchase	Community Services	Burial plot by name and purchaser	Cemetery Clientele	Provide for space reservations, purchase, interment services, and follow up. Plot identification
Burial Permits	Community Services		Cemetery Clientele	Interment services
<b><u>Clients</u></b>				
Program Registrations	Community 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
Facility Bookings	Community Services	Name and address of individual or company booking	Residents	Billing and follow up
Tenants	Community Services	Leases or Agreements	Businesses/Organizations	Billing and follow up





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<b>Development Services</b>				
Development Proposals	Planning and Development	Name, address and e-mail	Property Owners	Notify residents living within the notification are of the proposed development
<b>Economic Development</b>				
Contest Draws	Economic Development	Name and phone number	Individuals who enter contest	Notify contest winner
Offer to Purchase City Property	Economic Development	Name, address and phone number	Residents, business, potential residents	Contact individuals for negotiation/sale purposes
<b>Enforcement Services</b>				
Voluntary Violations	Enforcement Services	Name and address	Residents, visitors	Enforce municipal bylaws
Warning Notice	Enforcement Services	Name and address	Residents, visitors	Enforce municipal bylaws
<b>Fire</b>				
Fire Incident Reports	Fire	Name, address, type of health related problem	Residents, Alberta Fire Chief	Statistical Data
Fire Pit Inspection	Fire	Name, address	Residents	Safety purposes
Inspections	Fire	Name, address, location	Residents	Safety purposes
<b>Instructors</b>				
Lists	Arts and Culture	Evaluation, payroll, feedback re: program administration	Instructors	Contact, determine suitability for future assignments



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<b>Insurance</b>				
Claim Records	Financial Services	Name, address, phone number, vehicle information, age, health information and birthdates	Accident Claimants	Determine Liability
<b>Leases</b>				
Corporate Property Leases	Corporate Services	Information on parties involved in the lease of City Facilities including name, telephone number, mailing address and financial information	Organizations party to the lease	To process lease agreements for City owned facilities
<b>Letters of Credit</b>				
Letters of Credit	Planning and Development	Name, address of developer, and bank name	Contractors Developers	Financial Management



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<b>Licenses</b>				
Business License Directory	Planning and Development Enforcement Services Financial Services Website	Name, address, phone number, home occupation, employee name	Business directory	Distribute information and enforce licensing
Dog License Owners	Financial Services Enforcement Services	Dog license holder's name, address, phone number and dog breed and sex	Dog owners	Apply dog bylaw
<b>Membership Lists</b>				
Committee and Board Lists	Legislative Services	Name address phone number, e-mail, application and assignment	Board and Committee members	Recruitment, selection, training, and operation of committees/boards
<b>Meters</b>				
Meter Readings	Financial Services Infrastructure and Planning (Public Works)	Name, address, route number, reading date, and consumption	Residents	Billing
<b>Payments</b>				
Utility payments	Financial Services	Payment received by cheque, cash or transfer	All utility customers	Providing service



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<b>Permits</b>				
Building Permits	Development/ (Building Inspection)	Name, address and phone number	Property owners	Notify residents of proposed development and inspection services
Development Permits	Planning and Development	Name, address and phone number	Property owners	Notify residents of proposed development
Special Occasion Permits for City parks etc	Corporate Services	Name, address and phone number	Residents	Provide information to applicable department regarding event
Extraordinary Use Permit	Infrastructure and Planning and Public Works	Name, address	Residents/Businesses	Providing a service for use of roadway or streets
Concrete Permit	Public Works	Contractor Name/Business Address/Company Installed For	Contractors	Invoicing if not completed properly
Excavation Permit	Public Works	Contractor Name/Business Address/Company Installed For	Contractors	Invoicing if not completed properly
Bulk Water	Public Works	Name/Address	Residents/County Residents/Contractors/Businesses	Invoicing



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<b>Personnel</b>				
Casual Labour	Infrastructure and Planning/Public Works Community Services/Parks and Facilities  Human Resources	Orientation and review form and personal evaluation notes	Casual employees	Call backs
Payroll	Financial Services Human Resources	Name, position and pay information	City Personnel	Administer payment of employees
Incident Reporting Forms/Evaluation Forms	Human Resources/ Corporate Safety and Public Works	Date, time and location of the incident; name of person and department, name of the person who the incident was reported to; name, address, telephone of person involved in the incident, witnesses and property owner, driver history information including name, driver's license number, number of years driving experience and number of collisions in the	Employees	Administration of the City of Camrose's Health and Safety Program



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Incident Reporting Forms/Evaluation Forms (continued)		past three years; particulars of injured person including name, address and telephone number; name of person who administered first aid, name of person who transported the injured to medical aid; name of person investigating the incident; name of person responsible for implementing actions		
Personnel Advance Lists	Financial Services Human Resources	Name, home address, home phone, amount paid, amount submitted, expense description, personal credit card number	City Personnel	Support administration of credit cards
Personnel Files	Human Resources	Name, position, evaluation, training, timesheet, working schedule	City Employees	Evaluation and training



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Personnel Files	City Manager, General Manager's Offices and Directors Offices in: Corporate and Protective Services; Community Services; Financial Services; Economic Development; Infrastructure and Planning; Human Resources Public Works	Name, position evaluation, training	City Employees	Evaluation and training
Personnel Files	Human Resources	Name, address, birth date, application, resume, offer letter, performance evaluation, payroll, insurance and benefits, claims, training, hire, rehire, termination and suspension, accident, and insurance claims	City Employees	Evaluation and training



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Safety Training Matrix Database	Human Resources/ Corporate Safety	Name, job title, employee number, department, status, hire date, orientation date and courses taken, date and expiry dates	Employees	Administration of the Health and Safety Program, record keeping of required and taken employee training.
Workers Compensation Board Claim Forms (Employer's Report)	Human Resources	Claim number/type, address, telephone number, email address, social insurance number, AHC number, date of birth, gender, employer information including Worker's Compensation Board (WCB) account number; date and time of injury; name and telephone number of the person notified of the injury; description of what occurred to cause the injury; time lost and return to work information	Employees	To determine entitlement to compensation and for determining employers' premium rates.





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Workers Compensation Board Claim Forms (Employer's Report) (Continued)		including pre-accident rate of pay; wage information including date of hire; rate of pay at the time of the accident; earnings information contact name and telephone number.		
Workers Compensation Board Forms (Physical Demands Analysis)	Human Resources	Claim number; employee name; employer contact information, telephone number and activity to be undertaken	Employees	To determine entitlement to compensation and for determining employer premiums
Workers Compensation Board Tracking Data Base	Human Resources/ Corporate Safety	Name of injured employee, department; type of injury; month of injury	Employees	Disability management
Workers Compensation Board Claim Forms	Human Resources	Claim number; name, address, telephone number, email address, social insurance number, Alberta Health Care number, date of birth, gender of injured employee; date and time of injury; name and telephone number of the person notified of the	Employees	To determine entitlement to compensation and for determining employer's premium rates



## DIRECTORY OF PERSONAL INFORMATION BANKS

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Workers Compensation Board Claim Forms (Continued)		injury; description of what occurred to case the injury; list of persons who witness the accident; return to work information including pre-accident rate of pay; wage information including date of hire; rate of pay at the time of the accident		
Photo Release Form	Human Resources Economic Development	Name, address, images and signature	Individual photo capture	Reproduce images of employees for employee spotlight and other individuals for promotional purposes for the City
Temporary staff for election and census	Legislative Services	Name, address, phone number, evaluation	Temporary employees	Provide staffing for short-term projects such as census and election.
<b>Police</b>				
Police Reports	Financial Services Infrastructure and Planning	Name, address, phone number, vehicle information, age, health information and birthdate	Accident Claimants	Determine Liability
<b>Public Reaction Tracking</b>				
Public Reaction Tracking Forms	All Departments	Name, address, and phone number	Residents	Respond to citizen requests



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<b>Real Estate</b>				
Corporate Properties Real Estate	Corporate Services	Information on the parties involved in the purchase or sale of City owned properties including name, telephone number, mailing address and financial information	Parties involved in the purchase.	To process the sale of City owned property
<b>Rights of Way</b>				
Rights of way, Easements, encroachments	Corporate Services Infrastructure and Planning/Public Works	Name, address and phone number	Property owners	To be able to access City rights of ways, easements and encroachments
<b>Services</b>				
Utility applications/cancellation of services	Financial Services Infrastructure and Planning/Public Works	Name, water, sewage, garbage requirement, address, phone number, date of possession	All utility customers	Providing and cancelling services



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<b>Subdivisions</b>				
Appeal	Legislative Services	Name, address, telephone number and signature of the appellant, grounds for appeal and legal description of the subject property.	Resident Property Owners	To process an appeal to the Subdivision and Development Appeal Board
Subdivision Notices	Planning and Development	Name, address and email	Property owners	Notification of residents in the application area
<b>Surveys</b>				
Surveys	Office of the City Manager Community Services Economic Development	Name, address and email	Residents	Level of satisfaction
<b>Taxation</b>				
Aged Accounts Receivable – property and business tax	Financial Services	Name, address, outstanding amount, roll number	Property owners in arrears	Collection taxation



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Assessment Complaint Forms	Legislative Services Financial Services	Roll number; subject property address; registered owner's name and signature (if applicable); agency contact information (if applicable) and signature of agent or representative; reasons for appeal.	Resident Property Owners	To process an appeal to the Assessment Review Board
Assessment Inspection Report	Financial 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
Assessment Roll Database	Financial Services	Property owner name, address and/or telephone number; assessment roll; use of land; land title changes, address; sale price; lease information on properties including the	Property owners	To help determine the typical market value of commercial and industrial properties and to produce the annual assessment roll



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<b>4 Director of Personal Information Banks By Department</b>				
Assessment Roll	Financial Services	Roll number, legal description, municipal address of each property (vacant and improved parcel), type of improvement on the parcel, assessment class, liability code, linear property information, taxable status and school declaration of the home owner	Property Owners	To produce the annual assessment for the City of Camrose
Market Value	Financial Services	Previous owner, new owner, sale date, address, sale price	Property sellers and buyers	Support assessment
Paid Tax Receipts	Financial Services	Name, date of payment, receipt number, property title and amount paid	Property owners	Administer tax levy
Tax Pre-authorized Payment Plan Agreements	Financial Services	Contracts with name, address, phone number, bank information and sample cheque	Property owners	Administer tax levy



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School Support Declarations	Financial Services	School support for name and address	Property owners	Submit school taxation information to province
Tax Roll Database	Financial Services	Legal description; assessment; owner name, address tax roll number; customer ID; customer activity, banking information Monthly Tax	Property owners	To produce a tax notice for property owners and the Monthly Tax Payment Plan
<b>Utility Databases</b>				
Sewer Database	Infrastructure and Planning/Public Works	Name, address, phone number	Property owners	To deal with sewer backups or other problems
Water Breaks	Infrastructure and Planning/Public Works	Name, address, phone number	Property owners	To deal with water break issues
Bulk Water	Infrastructure and Planning/Public Works	Name, or company name, address	Customers	For billing purposes