

Directory of Personal Information Banks

*Compiled by Corporate Services
March 2026*

The *Protection of Privacy Act* (POPA) came into effect for local government bodies on June 11, 2025. The act governs the collection, use and disclosure of personal information by public bodies and as per Section 57 public bodies must publish a directory that lists the public body's personal information banks.

This Directory is reviewed and updated periodically to reflect changes in the City's organizational structure, business processes, and information systems.

Purpose of POPA

The purpose of POPA, as outlined in Section (2) is to:

- a) *to control the collection, use and disclosure of personal information by a public body,*
- b) *to allow individuals a right to request corrections to personal information about themselves that is held by a public body,*
- c) *to control the creation, use and disclosure of data derived from personal information and non-personal data by a public body, and*
- d) *to provide for independent reviews of decisions made by public bodies under this Act and the resolution of complaints under this Act.*

Definitions

(q) *"personal information" means recorded information about an identifiable individual, including*

(i) the individual's name, home or business address, home or business telephone number, home or business email address, or other contact information, except where the individual has provided the information on behalf of the individual's employer or principal in the individual's capacity as an employee or agent,

(ii) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,

(iii) the individual's age, gender identity, sex, sexual orientation, marital status or family status,

(iv) an identifying number, symbol or other particular assigned to the individual,

(v) individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,

(vi) information about the individual's health and health care history, including information about the individual's physical or mental health,

(vii) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,

(viii) anyone else's opinions about the individual, and

(ix) the individual's personal views or opinions, except if they are about someone else;

Purpose of collection of personal information

4 No personal information may be collected by or on behalf of a public body unless

(a) the collection of that information is expressly authorized by an enactment of Alberta or Canada,

(b) that information is collected for the purposes of law enforcement, or

(c) that information relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service.

Directory of personal information banks

57(1) In this section, "personal information bank" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

(2) The head of a public body must publish a directory, in printed or electronic form, that lists the public body's personal information banks.

(3) The directory must include, for each personal information bank, the following:

(a) the title and location of the personal information bank;

(b) a description of the kind of personal information and the categories of individuals whose personal information is included;

(c) the authority for collecting the personal information;

(d) the purposes for which the personal information was collected or compiled and the purposes for which it is used or disclosed.

(4) If personal information is used or disclosed by a public body for a purpose that is not included in the directory published under subsection (2), the head of the public body must

(a) keep a record of the purpose and either attach or link that record to the personal information, and

(b) ensure that the purpose is included in the next publication of the directory.

(5) The head of a public body must ensure that the directory referred to in subsection (2) is kept as current as is practicable and that access to the directory is available to the public.

Access to Information Municipal Contacts

Access to Information Head

Contact Name	Address	Telephone	Fax	Email
Malcolm Boyd	5204 50 Avenue Camrose, AB T4V 0S8	780.678.3027	780.672.2469	admin@camrose.ca

Privacy Officer

Contact Name	Address	Telephone	Fax	Email
Brianne Hillson	5204 50 Avenue Camrose, AB T4V 0S8	780.678.3440	780.672.2469	Legservices@camrose.ca

Function	Titles	Location / System	Personal Information Maintained	Categories of Individuals	Legal Authority	Purpose of Collection and Use	Business Unit
AIRPORT OPERATIONS	Hangar Leases, Users information	Laserfiche	Name, address, phone number, email	Employees, Residents, Customers	POPA 4(c)	Reporting and Metrics	Engineering
ASSESSMENT	Assessment Complaint Forms, Assessment Inspection Report, Assessment Roll, Assessment Roll Databases' Market Value, School Declaration Forms, Income Request For Information, Forms Residential Request For Information Forms	Laserfiche, CAM4ot, Munivers e	Name, address, phone number, email	Resident and Non-Residential Property Owners	POPA 4 (a) and (c), Municipal Government Act Part 11 Matters Relating to Assessment Complaints Regulation	To process an appeal to the Assessment Review, Board, Determine Taxation, To help determine the typical market value of commercial and industrial properties and to produce the annual assessment roll, To produce the annual assessment for the City of Camrose	Assessment
BYLAW ENFORCEMENT	Voluntary Violations, Warning Notice, Dog Licence Owners, Dangerous/Nuisance Dogs, Citizen Concerns	Laserfiche, Citizen Concern Reporter	Names, Address, Phone Number, Email	Residents, visitors, Dog owners	POPA 4(b) and 4(c), Land Use Bylaw, Community Standards Bylaw, Traffic Act, Traffic Bylaw, Dog Control and Licensing Bylaw, Business License Bylaw, Cemetery Bylaw	Enforce municipal bylaws	Corporate Services
CEMETERY MANAGEMENT	Plot and Niche Purchase/Refund/ Transfer, Permission for Burials, Burial Permits, Cremation Certificates, Monument Permits, Reports, Disinterment, Cemetery Planning	Laserfiche, Filing Cabinets in CSD admin office, ESRI, Xplor Recreation	Name, Address, Phone Number, Email, Burial Information, Invoices, Receipts	Cemetery Clientele, Adults, Contractors, Businesses, Lawyers, Executors	POPA 4(c), Cemeteries Act, Cemetery Bylaw	Provide space at the cemetery for reservations, purchase, interment services, and follow up. Plot identification, Burial/Reserve records according to Cemetery Act	Community Services
COMMUNITY RELATIONS	Public Reaction Tracking Forms, Surveys, POPA Photo and Video Consent Forms	Laserfiche, Our Camrose, City Website, SharePoint	Name, address, email	Residents, visitors, Businesses, Organizations	POPA 4(c)	Level of satisfaction, Permission to use photo/video	Communications
COMMUNITY SERVICES	Program Registrations, Facility Bookings, Tenants (community facilities), Instructors Lists, agreements, leases, contracts, invoices, receipts	Laserfiche, Paper Files with Scheduler in CSD admin office, Xplor Recreation, Unit4, TeeOn Golf	Name of individual or company, phone number, child's name, address, email address,	Adults and Children, Residents, Non Residents, City Employees, User Groups, Businesses, Non-Profit Organizations	POPA 4(c)	Check on payments and payment status, Providing programs and follow up, rentals, renting of space	Community Services
CONSTRUCTION PROJECTS	Concrete Permit, Excavation Permit, Extraordinary Use Permit	Laserfiche	Property owners name, address, phone number, email	Property owners, Contractors	POPA 4(c)	Notify residents of projects	Engineering
ECONOMIC DEVELOPMENT	Contest Draws, Offer to Purchase City Property, Business Information Forms, Grants Applications, Notes of Potential Investments,	Laserfiche, Our Camrose, City Website, SharePoint, Paper Files, Business Database	Name, address, images and signature, Individuals who enter contest, Proprietary Information	Individuals who enter contest, City Employees, Residents, Residents, business, potential business and residents	POPA 4(c)	Promotional purposes for the City, Notify contest winner, Business data bank	Community Development
EQUIPMENT & SUPPLIES - PURCHASING	Vendors or Consultants' Personal Information, Supplier quotations, proposals, or bids, Supplier registration forms, Evaluation Summary, Award Approvals and Letters, Purchase Orders or Contracts.	Laserfiche, Bids & Tenders, Unit4	Name, address, phone number, email, GST number, insurance certificates, educational certificates, bid pricing, references and signatures	Parties involved in the purchase, Bidders, Suppliers, Contract Managers	POPA 4(c)	Establish identity and supplier eligibility, ensure compliance with procurement and legal obligations, and manage business relationships	Procurement
FINANCIAL MANAGEMENT	Accounting: Accounts Payable, Expense claims, City issued credit cards, invoices, EFT payments, Utilities: Accounts Receivable, Utility, Payroll: Budget system, Payroll	Laserfiche, Questica, Unit 4, Serenic, XR, Tee-On, Cityworks, Munivers, Xplor Recreation, file cabinets and file room on 2nd and 4th floor	Name, address, phone number, SIN, birth date, banking information, emails, tax roll, credit card numbers,	Property owners, customers, Residents, City Personnel, City Employees, vendors,	POPA 4(a) and (c)	Determine Liability, Providing service, Administer payment of employees, Support administration of credit cards, Billing, Payments	Financial Services
FIRE & EMERGENCY SERVICES	Fire Incident Reports, Fire Pit Permit, Fire Inspections, Fire Investigations, Phone lists, Invoices	Laserfiche, Unit 4, 1 am responding, DATS	Name, address, type of health related problem, location, Vehicle information, Phone number, Insurance information	Residents, Visitors, Employees	POPA 4(c), Emergency 911 Act, Ground Ambulance Regulation, City of Camrose Fire Bylaw, Municipal Government Act, Emergency Management Act, Emergency Management Bylaw	Statistical Data, Safety purposes, Providing service, Billing purposes	Fire Department
FLEET MANAGEMENT	Driver Abstracts, Accident Reports (vehicle-related)	Laserfiche, DATS	Name, address, phone number, Driver history, driver's license number, number of years driving experience	Employees, Instructors	POPA 4(c)	Determine Liability, Administration of the City's fleet	Fleet Services
GOVERNMENT RELATIONS	Committee and Board Lists	Laserfiche, lcompass	Name address phone number, e-mail, application and assignment	Board and Committee members	POPA 4(c)	Recruitment, selection, training, and operation of committees/boards	Corporate Services
INFORMATION MANAGEMENT	ATIA request logs, Disclosure tracking, Records access logs	Laserfiche	Name, contact information (address, email, phone), and proof of identity for personal requests	City Personnel	POPA 4(c)	To ensure the organization meets mandatory response timelines, To provide a trail of what information was released and why certain data was withheld, To generate annual statistics	Corporate Services
INFRASTRUCTURE MANAGEMENT	Meter Readings, Sewer Database, Water Breaks, Bulk Water, Utility Applications / Cancellations	Laserfiche, UNIT4	Name, address, phone number, email, reading date, and consumption, Orientation and review form and personal evaluation notes, water, sewage, garbage requirement, date of possession	Property owners, All utility customers, Residents/Businesses	POPA 4(c)	Reporting and Metrics, Billing, Providing a service for use of roadway or streets, Call backs, To be able to access City rights of ways, easements and encroachments, Providing and cancelling services, To deal with sewer backups or other problems, To deal with water break issues	Engineering
LABOUR RELATIONS	Collective Bargaining, Grievances, Correspondence, Committee Management	Laserfiche	Name, Employee Number, Home Address, Email address, Phone Number, Seniority date.	City Personnel	POPA 4(c), Canada Labour Code, Canada Labour Standards Regulations	Administer payment of employees, Support administration, Evaluation and training and Support administration of Labour Relations	Human Resources
LEGAL SERVICES	Agreements, Contracts, Leases, Rights of Way / Easements / Encroachments, Subdivision Appeals	Laserfiche	Name, address, telephone number and signature, emails	Property owners, Residents, Contractors/Developers	POPA 4(c), Municipal Government Act	Program Administration, Legal Proceedings, Public Interest & Accountability and Contractual Obligations	Corporate Services
OCCUPATIONAL HEALTH & SAFETY	Health and Safety Program Forms, Audiometric Testing Results, Incident Reporting Forms, Safety Training Matrix, Abilities Management (WCB Claim Forms, WCB Tracking Database, etc.)	Laserfiche, DATS	Name, job title, employee number, department, status, hire date, orientation date and courses taken, date and expiry dates, address, phone number, vehicle information, age, health information and birthdate, 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	Employees, Casual employees, Contractors, Volunteers	POPA 4(c), Occupational Health and Safety Act, Alberta Workers' Compensation Act	Determine Liability, Administration of the City of Camrose's Health and Safety Program, record keeping of required and taken employee training.	Health and Safety
PERSONNEL	Payroll, Personnel Files (HR), Recruitment, Misconduct, Performance Management, Compensation and Benefits, Training and Development	Laserfiche, Unit4, DATS	Name, home address, home phone, position evaluation, training, timesheet, working schedule, birth date, application, resume, offer letter, performance evaluation, payroll, insurance and benefits, claims, training, disciplinary letters, termination and suspension, accident, and insurance claims, driver's license, police information check, drug & alcohol testing, medical notes, SIN, Passports, Emergency contacts, personal email	City Personnel	POPA 4(c)	Support administration of staff, Evaluation and training	Human Resources
PLANNING & DEVELOPMENT	Development Proposals, Development Permits, Compliance, Business License, Subdivision Application/Notices, Redistricting Application/Notices, Stop Order, Addressing, Agreements, Appeals, Compliance or enforcement records.	Laserfiche, PLL, City Hall 4th Floor	Name, address and phone number, email, Property ownership information (title details), Site plans and building plans (may contain personal info), Legal description (Lot/Block/Plan/District Lot), Meeting notes, Emails and letters	Property owners, Residents, Customers, Contractors/Developers	POPA 4(c), Land Use Bylaw, Municipal Government Act	To collect and use personal information for the administration of planning and development functions, including processing development and subdivision applications, issuing permits and licenses, ensuring regulatory compliance, providing required public notifications, facilitating communication with property owners, residents, applicants, and contractors, and enforcing municipal bylaws and applicable legislation	Community Development
PROPERTY MANAGEMENT	Property Leases, Properties Agreements, Confidential Agreements, Leases, Property disposals and acquisition	Laserfiche, City Hall 3rd and 4th Floor	Name, address, telephone number and signature, email	Businesses, Organizations, Organizations, Property owners, Developers	POPA 4(c)	Tenancy Administration, Asset Maintenance, Legal & Financial Accountability	Corporate Services
SAFETY CODES	All building, electrical, gas, plumbing, private sewage disposal, demolition, and verification of compliance (VC) Permits Schedule all inspections for above Safety Code Permits	Laserfiche, CityWorks, Filing Cabinets 2nd floor	Name, address and phone number, email, Property ownership information (title details), Site plans and building plans (may contain personal info), Legal description (Lot/Block/Plan/District Lot), Meeting notes, Emails and letters	Property owners, Residents, Customers, Contractors Developers	POPA 4(c), Safety Codes Act	For any construction, installation or renovation work that falls under the Alberta Safety Codes Act, requires a permit and follow up inspection	Community Development
STRATEGIC MANAGEMENT	Agreements, business plans, strategic plans, municipal bylaws	Laserfiche	Name, titles, email, phone numbers	City Employees	POPA 4(c), Municipal Government Act	Evidence-Based Decision Making, Program Evaluation, Accountability & Governance, Strategic Resource Management	Corporate Services

Function	Titles	Location / System	Personal Information Maintained	Categories of Individuals	Legal Authority	Purpose of Collection and Use	Business Unit
TAXATION	Tax Roll Database, Tax Pre-authorized Payment Plans, School Support Declarations, Tax Certificates, Tax notices, warning and payment letters	Laserfiche, SQL*, MUNivers, Unit 4	Name, address, Levy amount, roll number, phone number, Email, builder, occupancy date, sale price, sale date, permit number, permit date and property details, School support for name and address, Banking information, mortgage information	Property owners, Mortgage holders	POPA4(a) and (c), Municipal Government Act,	Collection taxation, Determine Taxation, submit school taxation information to province	Financial Services
TECHNOLOGY MANAGEMENT	System access logs, User account databases, Security audit trails, vulnerability reporting, process and as-built documentation, Video Surveillance	Laserfiche, Fresh Service, M365 Admin Center, Arctic Wolf MDR, SharePoint, Milestone	Full names, employee ID numbers, and job titles, Usernames, encrypted password hashes, Source IP addresses, MAC addresses, and device names, Exact date and time of login/logout attempt, Duration of connection and the specific protocols used, Success or failure notifications, Video images of identifiable individuals and associated date/time/location metadata	City Employees, contractors, and members of the public	POPA4(c)	To provide a "single source of truth" for who is allowed on the network, To identify "brute force" attacks or unauthorized access attempts from foreign or suspicious ips, To monitor system load and ensure the infrastructure can handle the number of concurrent users, To pinpoint the origin of a security breach after an event has occurred, To troubleshoot why a system failed by reviewing the last administrative changes made, Security of City facilities, protection of staff and public, and investigation of incidents.	Information Technology