

Administrative Procedure 180-1

Appendix A - Directory of Personal Information Banks

The Division is required to have a directory of personal information banks (PIBs) and make it available to the public. A personal information bank lists the type of personal information held by a public body. The public can view a personal information bank to get information about:

- The title or name of the information bank
- The location of the information bank
- What kind of personal information contained in the information bank
- What categories of individuals the information pertains to
- Why the information was collected and how it is used or disclosed
- The legal authority for the collection of the information.

A personal information bank does not provide direct access to an individual's records. For further information on how to obtain access to personal information, contact:

PPA Coordinator
Clearview Public Schools
5031 - 50 St.
Stettler, AB T0C 2L0

Telephone: 403 742 3331
Fax: 403 742 1388
e-mail: clearview@clearview.ab.ca

Effective: 2022-01-01
Amended:

Title: Contracts and Agreements
PIB #: 1
Location: Financial Services

Information Maintained: Name, address, SIN, banking information, rate of pay, vendor ID number and payment information.

Individuals: Individuals awarded a contract for service by Clearview Public Schools

Use: The personal information is collected and used to ensure the contractor is fulfilling the agreement and to make the agreed payments to contractor.

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

Remarks:

Division: Clearview Public Schools
Contact Name: Mauricio Reyes, Secretary Treasurer
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022

PIB Status: Active

Title: Employee Directories
PIB #: 2
Location: Various offices of the Division

Information Maintained: Name, office telephone and fax numbers, office name and address, e-mail address and position title.

Individuals: Employees of the public body

Use: Directing calls, visitors and mail to appropriate staff

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

Remarks:

Division: Clearview Public Schools
Contact Name: Mark Siemens, Assistant Superintendent of Human Resources
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022
PIB Status: Active

Title: Employee Files
PIB #: 3
Location: Human Resources/Payroll Supervisor's and Manager's Offices

**Information
Maintained:**

May include name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, email address, employee identification number, resume/application for employment, official oath, education, employment history, appointment records, performance appraisals, employee relations, attendance records, pay and benefits information, staff development and training, learning accounts, occupational health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, grievances, recognition awards, job classification, professional association memberships and certifications, parking/building passes, employee authentication log-on, and other personal data related to employment.

Individuals: Division employees.

Use: Record the employee's work history and payroll/benefit transactions.
NOTE: Employee files are in partitioned formats in order to limit access to only those staff who have a need to work with specific types of information.

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

Remarks: Official employee files held by Clearview Public Schools

Division: Clearview Public Schools
Contact Name: Mark Siemens, Assistant Superintendent of Human Resources
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022

PIB Status: Active

Title: Expense Claims
PIB #: 4
Location: Various offices of Clearview Public Schools

Information Maintained: Name, organizational unit, mailing address, telephone and fax numbers, employee number, classification/occupation, kilometers travelled, purpose of travel and other associated costs

Individuals: Division employees and non-public employees (i.e. contracted staff, job applicants) submitting a personal expense claim

Use: Process expenses claimed and reimburse employees

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

Remarks:

Division: Clearview Public Schools
Contact Name: Susan Hernando, Director of Finance
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022

PIB Status: Active

Title: *Freedom of Information and Protection of Privacy Act Requests*
PIB #: 5
Location: Division Office File Storage, FOIP Coordinator office

Information Maintained: Name of applicant, address, telephone numbers, e-mail address, description of information requested; fees paid, banking information, reasons and evidence to correct information; privacy complaint issues,

Individuals: Individuals submitting requests/ privacy complaints under the Act, including individuals acting on behalf of another person (third parties)

Use: Information is used to respond to the applicant regarding requests for information, request to correct information and privacy complaints.

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

Remarks:

Division: Clearview Public Schools
Contact Name: Mauricio Reyes, Secretary Treasurer
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011

Date PIB modified:

PIB Status: Active

Title: Human Resources – Administration Files
PIB #: 6
Location: Human Resource Services, Secretary Treasurer office

Information Maintained: Name, employee ID, address, telephone numbers, and date of birth. Information related to events in grievances, disciplinary actions, Human Rights complaints, Ombudsman inquiries, and performance related issues.

Individuals: Current and former employees within the Division..

Use: Used in managing employee grievances, disciplinary matters, human rights complaints, inquiries, as well as tracking performance issues.

Legal Authority: *Education Act, Freedom of Information and Protection of Privacy Act, Collective Agreement*

Remarks:

Division: Clearview Public Schools
Contact Name: Mark Siemens, Assistant Superintendent of Human Resources
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022

PIB Status: Active

Title: Job Competitions
PIB #: 7
Location: Human Resource Services

Information Maintained: Name, home and office addresses, home and office telephone and fax numbers, application form, resume, references, samples of work, job advertisement, screening and evaluation results, and appointment of successful candidate.

Individuals: Applicants for Clearview Public Schools jobs.

Use: Document the hiring process and provide statistical data.

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

Remarks:

Division: Clearview Public Schools
Contact Name: Mark Siemens, Assistant Superintendent of Human Resources
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022

PIB Status: Active

Title: Student Records
PIB #: 8
Location: Schools

Information Maintained: Name, address, SIN, banking information, rate of pay, vendor ID number and payment information.

Individuals: Individuals awarded a contract for service by Clearview Public Schools

Use: The personal information is collected and used to ensure the contractor is fulfilling the agreement and to make the agreed payments to contractor.

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

Remarks:

Division: Clearview Public Schools
Contact Name: Mauricio Reyes, Secretary Treasurer
Contact Phone: 403 742 3331

Date PIB added: March 16, 2011
Date PIB modified: January 1, 2022

PIB Status: Active

Reference: Section 33, 52, 53, 65, 68, 197, 222 Education Act

Effective: March 16, 2011
Amended: February 12, 2018; January 1, 2022