

Directory of Personal Information Banks

Alberta Gaming, Liquor and Cannabis Commission

PIB Number	1
Name	SMART Registrant Contact List
Location	Stakeholder Information Unit
Information Maintained	Name, address, phone number, email address, date of birth, employment information, SMART Registration number, Registered Gaming number (where applicable), certification status
Individuals	SMART Program (online) registrants and certified persons
Use	Tracking individuals who have obtained SMART certification for AGLC Compliance; administration of the SMART program
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	2
Name	Gaming Information (GAIN) Contact List
Location	Stakeholder Information Unit
Information Maintained	May include: Name, address, phone number, email address, associated charitable organization/AGLC Organization ID (if available), GAIN Registration Online Number
Individuals	GAIN Session Attendees, GAIN Program registrants (online)
Use	Tracking attendees and administration of the GAIN Program
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	3
Name	Anti-Money Laundering Stakeholder List
Location	Investigations Branch
Information Maintained	Name, address, date of birth, occupation, ID number, application user name, gambling location, payment information
Individuals	Casino patrons, application users
Use	Compliance with Financial Transactions Analysis Centre of Canada (FINTRAC) for detection, prevention, and deterrence of money laundering and financing of terrorist activities
Legal Authority	<i>Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA), Terrorist Financing Suspicious Transaction Report Regulation, Freedom of Information and Protection of Privacy Act</i>

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PIB Number 4
Name **Regulatory Services Stakeholder List**
Location Regulatory Services Division
Information Maintained Name, alias, address, email address, marital status, date of birth, gender, citizenship, place of birth, criminal history, employment history, financial information, family information
Individuals Employees, shareholders, volunteers, customers, registered and qualified workers, suspects
Use Determining eligibility for licences/registrations, issuing gaming licences, part of criminal investigations
Legal Authority *Criminal Code of Canada, Gaming, Liquor and Cannabis Act and Regulation, Freedom of Information and Protection of Privacy Act*

PIB Number 5
Name **BMC Remedy IT Service Management Contract Console**
Location Procurement, Corporate Services
Information Maintained Name, address, phone numbers, email address, insurance information
Individuals Vendors and contractors
Use Maintain contracts for services, goods, & construction for AGLC
Legal Authority *Financial Administration Act, Freedom of Information and Protection of Privacy Act*

PIB Number 6
Name **Information Access Requests**
Location Access & Privacy, Strategic Policy
Information Maintained Name, address, telephone number, correction requests with evidence, fee amounts, correspondence, copies of requested records
Individuals Individuals submitting requests under the *Freedom of Information and Protection of Privacy Act*
Use Responding to requests to access information, statistics
Legal Authority *Freedom of Information and Protection of Privacy Act*

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PIB Number 7

Name **Employee Files**

Location Human Resources Secure File Storage/HR Secure Electronic Filing

Information Maintained May include: Name, birth date, gender, Social Insurance Number (SIN), phone numbers, addresses, employment authorization, email address, employee identification number, employment history, appointment and medical records, performance appraisals, employee relations, attendance records, pay and benefits information, employee development and training, occupational health and safety records, employee assistance, health and life insurance, conflict of interest disclosures, grievances, recognition awards, job classification, security clearance, login authentication, other personal data related to employment for active or terminated employees.

Individuals Alberta Gaming, Liquor and Cannabis Commission employees

Use To record employee work history (NOTE: files partitioned to ensure “need-to-know” role based access only)

Legal Authority *Public Service Act, Freedom of Information and Protection of Privacy Act*

PIB Number 8

Name **e-Personality Database**

Location Human Resources

Information Maintained All Employee Information (Active and Terminated) Employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, absence history

Individuals Alberta Gaming, Liquor and Cannabis Commission employees

Use Pay, benefits and pension administration

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

PIB Number 9

Name **Reporting Service**

Location AGLC Applications

Information Maintained All employee information (Active and terminated) including: employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, absence history,

Individuals Alberta Gaming, Liquor and Cannabis Commission employees

Use Pay, benefits and pension administration

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

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PIB Number 10

Name **Employee Self-Service**

Location AGLC Online Internal Portal

Information Maintained All employee information (Active and Terminated) including: employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, absence history,

Individuals Alberta Gaming, Liquor and Cannabis Commission employees

Use Pay, benefits and pension administration

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

PIB Number 11

Name **Health and Disability Management**

Location Human Resources (physical, electronic, and e-mail files)

Information Maintained All employee information (Active and Terminated) including: employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, health information, medical practitioner notes, leave of absence documentation, claim information, work assessments and restrictions

Individuals Alberta Gaming, Liquor and Cannabis Commission employees

Use Pay, benefits and pension administration

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

PIB Number 12

Name **Labour Relations files**

Location Human Resources

Information Maintained Performance Management , Attendance Management, Grievances, Union correspondence on employee/labour relations cases

Individuals Alberta Gaming, Liquor and Cannabis Commission employees (active and terminated)

Use Alberta Gaming, Liquor and Cannabis Commission employee and union grievances

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

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PIB Number 13
Name **Occupational Health and Safety Incident Database**
Location Human Resources OHS Secure Office
Information Maintained Name, nature of injury/near miss, detail of incident, insurance and WCB information
Individuals Alberta Gaming, Liquor and Cannabis Commission employees (active)
Use Administration of workplace injuries, incidents and near misses
Legal Authority *Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act*

PIB Number 14
Name **Recruitment Competition Database**
Location Human Resources (physical and electronic copies)
Information Maintained Name, address, phone number, work history, interview notes, references
Individuals Internal and external candidates who apply for job vacancies with the Alberta Gaming, Liquor and Cannabis Commission
Use Evaluation of potential hires
Legal Authority *Freedom of Information and Protection of Privacy Act*

PIB Number 15
Name **Human Resources e-mail tracking**
Location Human Resources
Information Maintained May contain information regarding employee benefits, return to work programs, compressed work week information, OHS information, training and development, employee recognition, leave of absence information, benefits and pension information
Individuals Alberta Gaming, Liquor and Cannabis Commission employees, contractors
Use Administration of Human Resources programs and services
Legal Authority *Freedom of Information and Protection of Privacy Act*

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PIB Number 16
Name **Training Lists**
Location Human Resources
Information Maintained Name, Title, division, training program
Individuals Alberta Gaming, Liquor and Cannabis Commission employees
Use Administration of training programs
Legal Authority *Freedom of Information and Protection of Privacy Act*

PIB Number 17
Name **P-Card Tracking Database**
Location Corporate Services, Corporate Operations
Information Maintained Employee Name, GOA employee ID, birthday, monthly credit limit, transaction credit limit, expiry date of their corporate MasterCard, the last 4-digits of their Corporate MasterCard, type of purchasing access – International or Canada/US, Status – active or cancelled, Listing of cardholders Expenditure Officers, Listing of cardholders Alternate Reconcilers
Individuals Alberta Gaming, Liquor and Cannabis Commission employees
Use Management of Corporate Credit Cards
Legal Authority *Financial Administration Act, Freedom of Information and Protection of Privacy Act*

PIB Number 18
Name **P-Card Management Database**
Location Corporate Services/Corporate Finance
Information Maintained May contain name, division, branch, employee number, expense types, items purchased, vendor information
Individuals Alberta Gaming, Liquor and Cannabis Commission employees
Use Tracking and reporting of employee expenditures
Legal Authority *Financial Administration Act, Freedom of Information and Protection of Privacy Act*

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PIB Number 19

Name **Vehicle Database**

Location Corporate Services

Information Maintained Client number, Vehicle Identification Number (VIN), licence plate, Make/Model/Year of vehicle, Fleet Administrator name, department name, employee names, position, department, traffic violations (Tickets: Licence #, Branch/Division, Unit #, Driver Name (if different from employee who signed out vehicle), Date of Offence, Speeding, Violation, Parking, Ticket/Tag #, Ticket Amount, Due Date, Date Paid)

Individuals Alberta Gaming, Liquor and Cannabis Commission employees (who use company vehicles)

Use Access fleet information, monitor vehicle use, monitor traffic violations and vehicle recalls

Legal Authority *Motor Vehicles Act, Freedom of Information and Protection of Privacy Act*

PIB Number 20

Name **Risk Management & Insurance (RMI) Vehicle Claims**

Location Corporate Services

Information Maintained Date of Accident, employee name, RMI claim number, RMI representative information, Third Party information, costs, description of events and claims

Individuals Alberta Gaming, Liquor and Cannabis Commission employees involved in vehicle claims

Use To track and process claims and OHS information

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

PIB Number 21

Name **Visitor Log**

Location Corporate Services

Information Maintained Date, name, vehicle type, tag #, arrival time, departure time, reason for visit

Individuals Guests of the Alberta Gaming, Liquor and Cannabis Commission

Use Safety

Legal Authority *Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act*

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PIB Number 22

Name **Action Request Tracking System (ARTS)**

Location Various areas of AGLC

Information Maintained May include name, address, telephone number, email address, and personal information submitted by the originator at the time of the request

Individuals Any individual making a request for information or a response from the President & CEO of AGLC, or to the Premier, Minister of Treasury Board and Finance, or other elected provincial official relating to AGLC business (where AGLC has been asked to draft a response)

Use To manage inquiry responses

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

PIB Number 23

Name **Player Services Prize Payout Files**

Location St. Albert and Calgary Prize Payout Offices

Information Maintained Name, birth date, address, telephone numbers, email address, family affiliation to lottery organization (if any), lottery retail employment history (if any), Photo ID

Individuals Lottery Prize Winners

Use Determine eligibility, track lottery prize winners

Legal Authority *Gaming, Liquor and Cannabis Act, Freedom of Information and Protection of Privacy Act*

PIB Number 24

Name **Hotline Clientele/Retailer Database**

Location Clientele System (Call Center)

Information Maintained May include location, address, phone number, signatories, on-site contact information, issue history ("Ticket" Info), Progressive Jackpot winner information (name, phone number, driver's licence number)

Individuals Complainants, Jackpot winners, Operators

Use Complaint resolution, winner eligibility, communications

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

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PIB Number	25
Name	External Warehouse Administrators database
Location	Liquor Services
Information Maintained	May include names, contact information, position title, location, licence type
Individuals	External warehouse key employees and directors
Use	Administration of external warehouse contacts
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	26
Name	Class E Licensee Stakeholder List
Location	Liquor Services
Information Maintained	May include Name, contact information, address, telephone numbers, business location
Individuals	Class E Licensees
Use	Administration of licensee program
Legal Authority	<i>Gaming, Liquor and Cannabis Act, Freedom of Information and Protection of Privacy Act</i>

PIB Number	27
Name	Agency Volume Forecast Database
Location	Liquor Services
Information Maintained	May include name, address, email, fax number, telephone numbers
Individuals	Liquor Agency employees
Use	Manage warehouse capacity and demand
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB Number	28
Name	Active Agency List
Location	Liquor Services
Information Maintained	May include agency name, address and contact information including the agencies' representative name, email and the Liquor Licensing System number assigned to the agency.
Individuals	Liquor Agency employees
Use	Maintenance of active registered agencies
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	29
Name	Business Continuity Program
Location	Human Resources
Information Maintained	May include name, contact information, title, personal contact information, home address
Individuals	Employees, external stakeholders, vendors
Use	Required for communications during crisis/emergency situation
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	30
Name	AGLC Parking Database
Location	Properties
Information Maintained	May include employee name, phone number, division, supervisor name
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Enforcement of parking policy
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB	31
Name	Retailer Banking Database
Location	Corporate Services - Finance
Information Maintained	May contain name, address, phone number, email address, banking information, financial information
Individuals	Retailers
Use	To facilitate payments and credit evaluations
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	32
Name	Winners Database
Location	Corporate Services - Finance
Information Maintained	Name, address, phone, Government issued identification number
Individuals	Prize Payout Patrons
Use	To validate wins and disbursements
Legal Authority	<i>Gaming, Liquor and Cannabis Act, Freedom of Information and Protection of Privacy Act</i>
PIB Number	33
Name	Finance Distribution List
Location	Corporate Services - Finance
Information Maintained	Name, email, address, phone number
Individuals	AGLC Employees, Stakeholders
Use	Communications relating to Finance administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	34
Name	Manufacturers Distribution List
Location	Accounts Payable
Information Maintained	Name, business and personal email addresses
Individuals	Class E Manufacturers Customers
Use	General Communications
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB Number	35
Name	Audit Files
Location	Internal Audit Secure Storage
Information Maintained	Names, employee numbers, licensed gaming worker registration number, address
Individuals	Employees and Registered Gaming Workers
Use	Internal Audits
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	36
Name	Self-Exclusion Program Database
Location	Policy and Public Affairs Division
Information Maintained	Name, address, date of birth, telephone number, email address, information relating to self-exclusion (personal details as provided on a case-by-case basis), height, weight, eye colour, hair colour.
Individuals	Patrons (previously or currently) enrolled in the Self-Exclusion Program
Use	To administer Self-Exclusion program
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	37
Name	Winner's Edge Player Database
Location	Gaming & Cannabis Unit
Information Maintained	Name, address, date of birth, telephone number, email address, information relating to self-exclusion (personal details as provided on a case-by-case basis), gender, account number, DL expiry date, amount and type of game-play, applicable play limits, time/date/location of play
Individuals	Patrons enrolled in the Winner's Edge Program
Use	To administer AGLC's Winner's Edge program
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB Number 38
Name **E-Commerce Customer database**
Location Gaming & Cannabis Unit
Information Maintained Name, address, mailing address (if different than home address provided for ID verification), date of birth, telephone number, email address, Albertacannabis.org purchase history,
Individuals Patrons (previously or currently) enrolled in the Self-Exclusion Program, ID number/type/issuing authority
Use To administer E-Commerce services
Legal Authority *Freedom of Information and Protection of Privacy Act
Gaming, Liquor and Cannabis Act*

PIB Number 39
Name **Cannabis Call Center database**
Location Gaming & Cannabis Unit, Call Center
Information Maintained Name, address, telephone number, email address, information relating to call (personal details as provided on a case-by-case basis),
Individuals Patrons contacting the Call Center for assistance
Use To administer E-Commerce services/Verify accounts
Legal Authority *Freedom of Information and Protection of Privacy Act*

PIB Number 40
Name **Contract Status Table**
Location Procurement
Information Maintained May include names, comments, address, phone numbers, email addresses, insurance information
Individuals Suppliers/Vendors (that have provided PI)
Use Tracking status of procurement contracts for AGLC
Legal Authority *Freedom of Information and Protection of Privacy Act
Financial Administration Act*