

Directory of Personal Information Banks Alberta Gaming and Liquor 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, ID number
Individuals	Registrants of the SMART program
Use	Tracking individuals who have obtained SMART certification; 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	Name, Address, phone number, email address, associated charity
Individuals	GAIN Session Attendees
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>

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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 workers, suspects
Use Determining eligibility for licences/registrations, issuing gaming licences, part of criminal investigations
Legal Authority *Criminal Code of Canada, Gaming and Liquor Act and Regulation, Freedom of Information and Protection of Privacy Act*

PIB Number 5
Name **BMC Remedy IT Service Management Contract Console**
Location Corporate Services – Procurement
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*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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 since 2004.
Individuals	Alberta Gaming and Liquor Commission employees
Use	To record employee work history (NOTE: files partitioned to ensure "need-to-know" role based access only)
Legal Authority	<i>Public Service Act, Freedom of Information and Protection of Privacy Act</i>

PIB Number	8
Name	e-Personality Database
Location	Human Resources
Information Maintained	All Employee Information (Active and Terminated employees since implementation in Dec 2004) Employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, absence history
Individuals	Alberta Gaming and Liquor Commission employees
Use	Pay, benefits and pension administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

PIB Number 9

Name **Reporting Service**

Location AGLC Applications

Information Maintained All Employee Information (Active and Terminated employees since implementation in Dec 2004) Employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, absence history,

Individuals Alberta Gaming and Liquor Commission employees

Use Pay, benefits and pension administration

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

PIB Number 10

Name **Employee Self-Service**

Location AGLC Online Internal Portal

Information Maintained All Employee Information (Active and Terminated employees since implementation in Dec 2004) Employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, absence history,

Individuals Alberta Gaming and Liquor 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 employees since implementation in Dec 2004) 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 and Liquor Commission employees

Use Pay, benefits and pension administration

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

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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 and Liquor Commission employees (active and terminated)
Use Alberta Gaming and Liquor Commission employee and union grievances
Legal Authority *Freedom of Information and Protection of Privacy Act*

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 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 and Liquor Commission
Use Evaluation of potential hires
Legal Authority *Freedom of Information and Protection of Privacy Act*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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 and Liquor Commission Employees, contractors
Use Administration of Human Resources programs and services
Legal Authority *Freedom of Information and Protection of Privacy Act*

PIB Number 16
Name **Training Lists**
Location Human Resources
Information Maintained Name, Title, division, training program
Individuals Alberta Gaming and Liquor 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 Finance
Information Maintained Name, division, branch, work phone, GOA employee ID, birthday, monthly credit limit, transaction credit limit, expiry 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 their Expenditure Officers, Listing of their Alternate Reconcilers, Department ID, Program Code
Individuals Alberta Gaming and Liquor Commission Employees
Use Management of Corporate Credit Cards
Legal Authority *Financial Administration Act, Freedom of Information and Protection of Privacy Act*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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 and Liquor Commission Employees
Use Tracking and reporting of employee expenditures
Legal Authority *Financial Administration Act, Freedom of Information and Protection of Privacy Act*

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 and Liquor 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 and Liquor 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*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

PIB Number 21
Name **Visitor Log**
Location Corporate Services
Information Maintained Date, Name, Vehicle type, Licence Plate, Employee/Department Guest Meeting with, Tag #, Arrival, Departure, Business Reason
Individuals Guests of the Alberta Gaming and Liquor Commission
Use Safety
Legal Authority *Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act*

PIB Number 22
Name **Action Request Tracking (ARTS)**
Location Various areas of the 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 AGLC
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 and Liquor Act, Freedom of Information and Protection of Privacy Act*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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	<i>Freedom of Information and Protection of Privacy Act</i>

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 and Liquor Act, Freedom of Information and Protection of Privacy Act</i>

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

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 *Freedom of Information and Protection of Privacy Act*

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 *Freedom of Information and Protection of Privacy Act*

PIB Number 29
Name **Business Continuity Program**
Location Enterprise Risk, Corporate Strategic Services
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 *Freedom of Information and Protection of Privacy Act*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

PIB Number 30
Name **AGLC Parking Database**
Location Properties
Information Maintained May include employee name, phone number, division, supervisor name, vehicle information (including licence plate number)
Individuals Alberta Gaming and Liquor Commission employees
Use Enforcement of parking policy
Legal Authority *Freedom of Information and Protection of Privacy Act*

PIB 31
Name **Retailer Banking Database**
Location Finance Department
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 *Freedom of Information and Protection of Privacy Act*

PIB Number 32
Name **Winners Database**
Location Finance Department
Information Maintained Name, address, phone, Government issued identification number
Individuals Prize Payout Patrons
Use To validate wins and disbursements
Legal Authority *Gaming and Liquor Act, Freedom of Information and Protection of Privacy Act*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

PIB Number 33
Name **Finance Distribution List**
Location Finance Department
Information Maintained Name, email, address, phone number
Individuals Stakeholders
Use Communications relating to Finance Department administration
Legal Authority *Freedom of Information and Protection of Privacy Act*

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 *Freedom of Information and Protection of Privacy Act*

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 *Freedom of Information and Protection of Privacy Act*

Directory of Personal Information Banks Alberta Gaming and Liquor Commission

PIB Number	36
Name	Self-Exclusion Program Database
Location	Regulatory Services
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>