

**Directory of Personal Information Banks  
Natural Resources Conservation Board**

**Stakeholder / Contact Lists**

PIB#:	1
Location:	a. NRCB SharePoint site, various NRCB offices, cellphones, Outlook, NRCB Confined Feeding Operations database, website mailguide system
Information Maintained:	a. Name, signatures b. Business telephone number, business e-mail address, business mailing address c. Occasionally other municipally kept personal information (e.g. property tax roll) that is passed to NRCB as part of AOPA application process d. Legal land description, home address (street or mailing), home telephone number, home e-mail address for AOPA applicants, operators, respondents, complainants e. Water well and soil results for AOPA applicants, operators, complainants f. Personal views and opinions for AOPA applicants, operators, respondents, complainants g. Personal views and opinions for NRCBA submissions h. Age, sex, marital status, family status, health concerns and history for some AOPA applicants, operators, respondents, complainants i. Age, sex, marital status, family status, health concerns and history for some NRCBA submitters
Individuals:	a. Individuals involved in AOPA proceedings and NRCBA proceedings, government and MLA staff, industry contacts, vendor contacts, Policy Advisory Group (PAG) participants, media contacts, legal counsel, NRCB website distribution subscribers
Use:	a. Facilitate internal NRCB work flow; enable IT administration b. PAG: communications to set up meetings, share documents and minutes c. industry: set up meetings for the CEO d. For AOPA processes: notification and communication purposes with NRCB Board and staff, operators, adjacent landowners, other government agencies or departments e. For NRCBA processes: correspond with individuals on active projects
Legal Authority:	<i>Agricultural Operation Practices Act; Natural Resources Conservation Board Act, Freedom of Information and Protection of Privacy Act, Public Interest Disclosure (Whistleblower Protection) Act, Alberta Human Rights Act</i>

## Employee Directories

PIB#:	2
Location:	NRCB SharePoint site, NRCB accounting system
Information Maintained:	Name, home telephone number, business telephone number, business e-mail address, business address, position title
Individuals:	Employees, including NRCB Board members and Acting Board members
Use:	To set up and maintain authorized banking contact and signing officers To assist and provide legal advice including workplace issues to employees
Legal Authority:	<i>Public Service Act</i>

## Expense Claims

PIB#:	3
Location:	NRCB SharePoint site, NRCB accounting system, NRCB payroll system
Information Maintained:	Expense reports, NRCB accounting entries which may include name, mailing address, telephone numbers, employee number, classification/occupation, kilometers travelled, purpose of travel, and other expenses claimed
Individuals:	Employees, including NRCB Board members and Acting Board members
Use:	a. Process expense claims, fulfill accounting and budgeting reporting requirements b. Disclosed to the public for travel and expenses
Legal Authority:	<i>Financial Administration Act; Public Sector Compensation Transparency Act, Public Service Act</i>

## Contract Management System

PIB#:	4
Location:	NRCB SharePoint site
Information Maintained:	Names, business e-mail addresses, business mailing addresses, banking information and fee amount

Individuals: Vendor employees or directors, contractor employees or directors

Use: a. Disclose name of existing vendor on Requests for Proposals  
b. Manage contracts, including arrangements of payments upon delivery of products and services (e.g. hotel and conference rooms for staff training)

Legal Authority: *Financial Administration Act*

### **Freedom of Information and Protection of Privacy Act (FOIPPA) Requests**

PIB#: **5**

Location: NRCB SharePoint site, NRCB Edmonton office

Information Maintained: Name, home address, business address, home phone number, business phone number, e-mail address

Individuals: FOIPPA access applicants; FOIPPA own-file applicants; third parties whose personal information may be disclosed by the NRCB under a FOIPPA access application

Use: To respond to and administer FOIPPA requests, which may include disclosure to the Office of the Information and Privacy Commissioner

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

### **Employee Files**

PIB#: **6**

Location: Edmonton NRCB office, NRCB SharePoint site, NRCB accounting system, NRCB payroll system, NRCB human resources system

Information Maintained: Name, birth date, gender, social insurance number, home address, office address, home telephone number, office telephone number, office fax number, employment authorization, e-mail address, employee identification number, resumes and applications, employee emergency contact information, education history, employment history, record of appointment, performance appraisals, employee relations, attendance records, pay information (including salary increases), benefits information, banking forms, staff development, occupational health and safety information, employee assistance information, workplace accommodation records, health and life insurance records, employee conflict of interest

disclosure statements, related party declarations, recognition awards, job classification, professional association memberships and certifications, parking and building passes, employee authentication log-on, taxable benefit information

Individuals: Employees, including NRCB Board members and Acting Board members, and spouses and dependents of employees (for benefits and emergency contact only)

Use:

- a. Record employees' work history, performance, and payroll / benefit transactions
- b. Notify employees' emergency contacts
- c. Compensation disclosure and employment contracts on website (as per GoA requirements)
- d. Office administration (floor plan, parking, insurance)
- e. Vehicle administration (ordering and disposal of vehicles, fleet card management; taxable benefit)
- f. IT administration
- g. Fulfill accounting and budgeting reporting requirements

NOTE: Employee files are in partitioned formats that limit the access to only those staff who have a need to access specific information.

Legal Authority: *Public Sector Compensation Transparency Act; Public Service Act; Financial Administration Act*

## Job Competitions

PIB#: 7

Location: Edmonton NRCB office, NRCB SharePoint site

Information Maintained: Name, home address, office address, home telephone, office telephone, email address, application form, resume, references, screening and evaluation results, appointment (for successful candidates)

Individuals: Job applicants

Use:

- a. To document the hiring process and provide statistical data
- b. Name of successful candidate will be on NRCB's website

Legal Authority: *Public Service Act*