

Directory of Program-Related Personal Information Banks

Alberta Enterprise and Advanced Education

Membership Rosters for Agencies, Boards, Commissions

PIB #:	11
Location:	Legislative and Governance Services offices
Information Maintained:	May include members' names, occupations, addresses, phone/fax/cell numbers, e-mail addresses
Individuals:	Persons appointed to agencies, boards and commissions under the authority of the Minister of Enterprise and Advanced Education.
Use:	Prepare and make changes to appointments of members; contact members
Legal Authority:	Various statutes under the administration of the Minister of Enterprise and Advanced Education (e.g. Access to the Future Act; Alberta Heritage Scholarship Act; Alberta Enterprise Corporation Act; Alberta Research and Innovation Act; Apprenticeship and Industry Training Act; Post-secondary Learning Act and Athabasca University Regulation; Student Financial Assistance Act and Regulation); as well as the Government Organization Act; Business Corporations Act; Freedom of Information and Protection of Privacy Act.

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Apprenticeship and Industry Training System

PIB #:	12
Location:	Apprenticeship and Industry Training offices around the province.
Information Maintained:	Apprentice, Journeyman and applicants for trade certification or recognition - information may include name, address, e-mail address, phone number, gender, aboriginal status, birth date, citizenship, identification number, educational information, scholarships, trade credentials, employment history, record book information, work experience, Interprovincial Exam Results, class marks, industry examination marks, special needs requirements, fees paid, correspondence and compliance with legislation and authorization to work in a trade while not being certified or a registered apprentice. Employer information may include name, mailing/work site address, phone number, fax number, contact person, contracts, transfer cards, employee list, basic wage rates, correspondence and compliance with legislation and authorization for individuals to work in a trade while not being certified or a registered apprentice. Apprenticeship and Industry Training Board and trade and occupation Committee Members' information may include name, address, phone number, position, term start and end dates, term number, nominator letters, and employer name and address. Board Members' information may include resumes and nominator letters of current Alberta Apprenticeship and Industry Training Board Members and of people who have applied to become a member.
Individuals:	Apprentices, individuals applying for apprenticeship, individuals applying for certification or recognition of certification, Journeymen, Employers of Apprentices, Committee Members, and Board Members.
Use:	To manage the comprehensive apprenticeship and industry training system and track the progress of an individual's apprenticeship, including their training-on-the-job, hours required, school scheduling, and examination results.
Legal Authority:	Apprenticeship and Industry Training Act, Freedom of Information and Protection of Privacy Act

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Students Finance Program - Financial Assistance for post secondary students and Alberta Scholarship Programs

PIB #:	13
Location:	Learner Assistance Sector Head Office
Information Maintained:	May include names of student, dependents, spouse/partner, parents and contact along with their phone, address and financial information; the student's Alberta Student Number, SIN, gender, birth date, marital status, aboriginal heritage, educational and other background information related to eligibility determination; name of the educational institution the student intends to or is attending, as well as the program and areas of specialization, year of study and session start and end dates.
Individuals:	Students applying for financial assistance in the form of loans, grants, bursaries or scholarships to attend a post secondary institution. Information about the student's parents or legal guardians, spouse/partner, and dependent children is collected.
Use:	Learner Assistance collects personal, financial and educational information in order to deliver, manage and enforce student financial assistance programs on behalf of both the provincial and federal governments.
Legal Authority:	Canada Student Financial Assistance Act, Canada Student Loans Act, Student Financial Assistance Act (Alberta), the Students Finance Act (Alberta), Students Financial Assistance Regulations (Alberta) , the Student Loan Act (Alberta) Alberta Heritage Scholarship Act, Alberta Heritage Scholarship Regulation; Queen Elizabeth II Golden Jubilee Recognition Act, Queen Elizabeth II Award and Scholarship Regulation, Freedom of Information and Protection of Privacy Act.

Campus Alberta Quality Council Evaluators

PIB #:	14
Location:	CAQC Secretariat offices
Information Maintained:	Paper and electronic information on the name, contact information (name, title, phone number, mailing address and e-mail address) and short bio maintained for possible reviewers for every review. For those who actually serve as reviewers, a full CV is retained.
Individuals:	Evaluators are normally academics or academic administrators.
Use:	For identification and recruitment of appropriate reviewers. Names and institution they are affiliated with are also listed in the CAQC Annual Report.
Legal Authority:	Post-secondary Learning Act and Programs of Study Regulation, Freedom of Information and Protection of Privacy Act

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Licensees (Re: Licences for Vocational Training offered by Alberta Private Institutions)

PIB #:	15
Location:	Private Vocational Training Branch
Information Maintained:	Name, Business/Personal Mailing Addresses and telephone numbers
Individuals:	Owners/operators of private vocational training institutions
Use:	To issue a licence, to interact with the licensee to assure compliance with the Private Vocational Training Act and Regulation and advise of ministry activities.
Legal Authority:	Private Vocational Training Act and Regulation, Freedom of Information and Protection of Privacy Act

Adult Learning Program

PIB #:	16
Location:	Post-Secondary and Community Education Division
Information Maintained:	May include: name, Alberta Student Number, postal code, gender, Aboriginal self-declaration, birth date, citizenship, legal status in Canada, source country related to the postal code, marital status, language, financial sponsor, current and past educational information.
Individuals:	People applying to or attending a publically-funded post secondary institution in Alberta or attending ministerially approved programs via non-resident Institutions.
Use:	To provide management information to the department and post secondary institutions to support and guide the post secondary learning system in Alberta.
Legal Authority:	Post Secondary Learning Act, Access to the Future Act. Freedom of Information and Protection of Privacy Act