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# DIRECTORY OF PERSONAL INFORMATION BANKS

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Compiled by: Legislative Services – Corporate Records & Information Coordinator  
Updated as of June 2020

## Introduction

Purpose of the *Freedom of Information and Protection of Privacy Act* (FOIP)  
Impact of the Act

## FOIP Coordinator

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## Directory of Terms

Exceptions to Disclosure  
FOIP Head / Coordinator  
Personal Information Bank  
Personal Information  
Record

## Directory of Personal Information Banks by Department

Chief Administrative Officer (CAO) Office (Includes Administration, Communications & Human Resources)

County of Grande Prairie No. 1 Council (Includes Committee Members)

Corporate Services (Includes Legislative Services, Finance, Procurement Services, Risk Management & Insurance, IT & GIS, Planning & Development, and Assessment)

Public Works (Includes Shop)

Community Services (Includes Fire, Enforcement, Family & Community Support Services, Parks & Recreation, and Agriculture)

The *Freedom of Information and Protection of Privacy Act* (the Act), often referred to as FOIP, came into force for local government bodies on October 1, 1999. The Act governs the collection, use and disclosure of personal information by public bodies as well as providing for access to information in the custody of and under the control of public bodies.

Within the County of Grande Prairie No. 1, all departments, committees, boards and commissions fall under FOIP.

## **Purpose of the Act**

The purpose of FOIP is to make public bodies accountable to the public by providing access to records and by protecting personal privacy of individuals. The Act is built upon the following principles:

- ✓ to allow any person a right of access to records in the custody or under the control of a public body (e.g., County of Grande Prairie No. 1) subject to limited and specific exceptions as set out in the Act;
- ✓ to control the manner in which the County of Grande Prairie No. 1 may collect personal information from individuals, to control the use that the County of Grande Prairie No. 1 may make of that information and to control the disclosure by the County of Grande Prairie No. 1 of that information;
- ✓ to allow individuals, subject to limited and specific exceptions as set out in this Act, a right of access to personal information about themselves that is held by the County of Grande Prairie No. 1;
- ✓ to allow individuals the right to request corrections to personal information about themselves held by the County of Grande Prairie No. 1; and
- ✓ to provide an independent review of decisions made by the County of Grande Prairie No. 1 under this Act and resolution of complaints under this Act.

## **Impact of the Act**

FOIP:

- ✓ applies to all records in the custody or under the control of the County of Grande Prairie No. 1, regardless of media or location with limited and specific exceptions such as quasi-judicial decisions, questions used in an interview, archival material, a personal or constituency record of an elected official, etc.;
- ✓ governs the way the County of Grande Prairie No. 1 collects, uses, discloses and disposes of its records; and
- ✓ requires the County of Grande Prairie No. 1 to make available to the public, manuals used in operation and decision-making.

The Act is based on the assumption that the records of the County of Grande Prairie No. 1 are public and, with some exceptions, are to be as open and accessible as possible. The Act also views the County of Grande Prairie's records as being in the County's control and custody during their existence.

This will make the County of Grande Prairie No. 1 accountable for its records and information management practices concerning access to information and privacy protection to an external authority, the Information and Privacy Commissioner.

The Directory of Personal Information Banks is intended for use by the FOIP Head, FOIP Coordinator, County of Grande Prairie No. 1 staff within all departments and members of the public as a method of determining the location of County of Grande Prairie No. 1 records within various departments. The County of Grande Prairie No. 1 recommends that any inquiries about a record be directed to the department that has custody or control of the record. Formal written requests for information under FOIP are to be directed to the FOIP Coordinator, County of Grande Prairie No. 1 at 10001 – 84<sup>th</sup> Avenue, Clairmont, AB, T0H 0W0 or by telephone at 780-532-9722.

**Note:**

Personal information collected by the County of Grande Prairie No. 1 may be disclosed in accordance with this Act.

**FOIP Contacts**

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Contact	Telephone	Fax	Email
<b>FOIP Coordinator</b> S. Louis Stikker 10001-84 <sup>th</sup> Avenue Clairmont, AB T8X 5B2	780-532-9722 Ext 1215	780-539-9880	<a href="mailto:sstikker@countygpr.ab.ca">sstikker@countygpr.ab.ca</a>
<b>FOIP Head</b> Joulia Whittleton, CAO 10001-84 <sup>th</sup> Avenue Clairmont, AB T0H 0W0	780-532-9722	780-539-9880	<a href="mailto:jwhittleton@countygpr.ab.ca">jwhittleton@countygpr.ab.ca</a>

## Directory of Terms

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### Exceptions to Disclosure

Exceptions to Disclosure are a provision of the Act, which either require or permit refusal of the right of access to records or personal information in the custody or under the control of the County of Grande Prairie No. 1. The Act specifies limited and specific exceptions where disclosure would result in harm to government or a third party. These exceptions are set out in Sections 16 to 29 of the Act.

### FOIP Coordinator

An employee of the County of Grande Prairie No. 1 delegated the responsibility of processing FOIP requests.

### Personal Information Bank

A collection of personal information that is organized or retrievable by the name of the individual or by an identifying number, symbol or other particular assigned to an individual.

### Personal Information

Personal information means recorded information about an identifiable individual, including:

- ✓ the individual's name, home or business address or home or business telephone,
- ✓ the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- ✓ the individual's age, sex, marital status or family status,
- ✓ an identifying number, symbol, or other particular assigned to the individual,
- ✓ the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
- ✓ information about the individual's health and health care history, including information about a physical or mental disability,
- ✓ information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
- ✓ anyone else's opinions about the individual, and
- ✓ the individual's personal views or opinions, except if they are about someone else.

### Record

A record is information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

## ADMINISTRATION

Title: **Contacts – Outlook Address Book**  
Location: All County of Grande Prairie No. 1 Departments - All Facilities  
Information: Name, address, telephone number and email address  
Individual: Staff members and various businesses  
Use: Contacts and daily business within the County of Grande Prairie No. 1  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Contact List**  
Location: Administration / Legislative Services – County of Grande Prairie No. 1 Administration Building  
Information: Name, address, telephone number and/or email  
Individual: Leaders within the community and/or area  
Use: Used by Legislative Services for Council business and should add CAO Office  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **County Council Committees and Boards**  
Location: Legislative Services - County Administration Building  
Information: Name, address, telephone number, email address, relevant employment and/or volunteer history  
Individual: Applicant to Council Committees/Boards  
Use: Contact information is used by staff representatives to contact volunteers regarding meetings and meeting agendas and relevant employment/volunteer history provided to Council for consideration in appointment to boards/committees.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Lease Agreements and Application to lease**  
Location: Legislative Services / Public Works and Planning Departments  
Information: Name, address, phone number, email address, legal land description  
Individual: Applicant for lease and/or lessee  
Use: Administration of leases, including Road Allowance, Grazing, Right of Way, etc.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Amendment to the Land Use Bylaw / Land Use Map Application**  
Location: Legislative Services / Planning Department - County Administration Building  
Information: Application number; file and receipt number; applicant name, address, telephone number, email address and signature; property owner name, address, telephone number and email address; legal description, registered plan number, municipal address (if applicable); Certificate of Title; letter of

Individual: authorization from registered landowner  
Use: Applicant, property owner, agent  
Legal Authority: Administration of amendment request applications  
Land Use Bylaw 2680, Section 2(3) and 2(19) and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Subdivision and Development Appeal Board**  
Location: Legislative Services and Planning Department  
Information: Name, address, telephone number and signature of the appellant; grounds for appeal and legal description of the subject property.  
Individual: Appellant, applicant, adjacent property owners and other parties related to the appeal  
Use: To process an appeal to the Subdivision and Development Appeal Board  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Appeal Notice to Unsightly Order**  
Location: Legislative Services and Municipal Enforcement Services  
Information: Subject property address; grounds for appeal; name, address and telephone number  
Individual: Appellant  
Use: To process an appeal for an unsightly property order  
Legal Authority: County of Grande Prairie No. 1 Unsightly Premises Policy and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Corporate Properties (Leases)**  
Location: Administration Building  
Information: Name, telephone number, mailing address and financial information  
Individual: Parties involved in the lease of County facilities  
Use: To process lease agreements for County owned facilities  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Assessment Review Board Complaint Form**  
Location: Legislative Services Department and Assessment Department  
Information: Roll number; subject property address; registered owner's name and signature (if applicable); agency contact information (if applicable) and signature of agent or representative; reasons for appeal  
Individual: Property Owner, Agent  
Use: To process an appeal against an assessment to the Assessment Review Board  
Legal Authority: Section 460 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Employee Directories/County of Grande Prairie Phone Directory**  
Location: Website, Various offices of the Public Body  
Information: Name, office (and cell phone – remove, we don't post employees cell phone numbers to the website) numbers, office name and address, e-mail address, position title.  
Individual: Employees of the public body.  
Legal Authority: *Public Service Act*

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Title: **Freedom of Information and the Protection of Privacy Act (FOIP) Requests**  
Location: Records Management Coordinator/Administration  
Information: Name, address, telephone number, description of the information being requested to be corrected, correspondence, copies of requested records.  
Individual: Individuals/companies making FOIP requests.  
Use: To respond to FOIP requests  
Legal Authority: The *Freedom of Information and Protection of Privacy Act* Section 33(c).

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Title: **Census 2012**  
Location: Legislative Services  
Information: Name, Age, Address.  
Individual: Individuals living within the County of Grande Prairie No.1  
Use: To conduct County business  
Legal Authority: Section 57 of the *Municipal Government Act*

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Title: **Email**  
Location: All Departments  
Information: Public Names, Employee Names, Contact Information, Addresses.  
Individual: Employees and those involved in communications/business with the County.  
Use: To contact individuals related to County business  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

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Title: **Environmental Site Inquiry Request**  
Location: County website  
Information: Name, address, email, telephone  
Individual: Individuals/companies



Use: To process Environmental Site Inquiry requests  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

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Title: **Special Ballot Request**  
Location: Legislative Services Department  
Information: Name, address, mailing address, telephone number and email address.  
Individual: Individuals who require a special ballot  
Use: For processing special ballot requests  
Legal Authority: Section 116 of the *Election Act*; Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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Title: **Nomination Paper and Candidate's Acceptance (this is a public document)**  
Location: Legislative Services Department  
Information: Name, address for notices and document service, signature, telephone number  
Individual: Nominee, nominator, witness, official agent  
Use: For administration of election process  
Legal Authority: Section 61 of the *Election Act*; Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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Title: **Application for Registration of Notice of Intent to Become a Candidate for Municipal Office**  
Location: Legislative Services Department  
Information: Name, address, telephone number  
Individual: Candidate, agent  
Use: For administration of election process  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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Title: **Statement of Scrutineer**  
Location: Legislative Services Department  
Information: Name, address  
Individual: Scrutineers, Candidates  
Use: For administration of election process  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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Title: **Statement of Voucher**  
Location: Legislative Services Department  
Information: Name, address, signature

Individual: Individuals who are vouching for another elector in a municipal election  
Use: For administration of election process  
Legal Authority: Section 47, 48 and 59 of the *Election Act*; Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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Title: **Elector Register**  
Location: Legislative Services Department  
Information: Name, address, signature.  
Individual: Individuals who are voting in a municipal election  
Use: For administration of election process  
Legal Authority: Section 53,54 and 78 of the *Election Act*; Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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Title: **Council Delegation Request Form**  
Location: Legislative Services Department  
Information: Name, address, telephone number and email address.  
Individual: Individuals who are requesting an appointment with Council  
Use: For scheduling delegations for a Council Meeting and providing background information to Council.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.

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## ASSESSMENT

Title: **Assessment Roll**  
Location: Assessment Department  
Information: Name of property owner, Roll number, legal description, municipal address of each property (vacant and improved parcel), type of improvement on the parcel, assessment class, liability code, linear property information, taxable status and school declaration of the homeowner  
Individual: Owner of property  
Use: To produce the annual assessment roll for the County of Grande Prairie No. 1  
Legal Authority: Section 302(1) and 303 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Assessment Roll Database**  
Location: Assessment Department  
Information: Property owner name, mailing address and/or telephone number; assessment roll number; use of land; Land title changes including property owner name, address; sale price of the property; lease information on commercial and industrial properties including the owner name and telephone number; lessee name; rates paid for the lease; cost of projects; income and expense statements from hotels

Individual: Owner of Property  
Use: To help determine the typical market value of commercial and industrial properties and to produce the annual assessment rolls  
Legal Authority: Section 295, Section 302(1) and Section 303 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Taxation & Assessment Database and Files**  
Location: Tax Roll Clerk/Assessment Department  
Information: Name, address, phone number, school support declaration.  
Individual: Owners of assessed property.  
Legal Authority: The *Municipal Government Act*.

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Title: **Corporate Registry Files**  
Location: "R:" General drive  
Information: Name/Shareholder Names, Address.  
Individual: Used to verify a sale. A search for individual owners under corporate registration at Alberta Registries if corporations or companies are a party to the sale.  
Use: Used to verify a sale.  
Legal Authority: Ministerial Order No. MAG:015/18 2018 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual

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Title: **Assessment Roll - Urbans**  
Location: Assessment Department  
Information: Roll number, legal description, municipal address of each property (vacant and improved parcel), type of improvement on the parcel, assessment class, liability code, linear property information, taxable status and school declaration of the homeowner  
Individual: Owner of property  
Use: To produce the annual assessment roll for the Urban Municipalities under contract  
Legal Authority: Section 302(1) and 303 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Assessment Roll Database - Urbans**  
Location: Assessment Department  
Information: Property owner name, mailing address and/or telephone number; assessment roll number; use of land; land title changes including property owner name, address; sale price of the property; lease information on commercial and industrial properties including the owner name and telephone number; lessee name; rates paid for the lease; income and expense statements; income and expense statements on residential properties of 4 or more units; cost of projects

Individual: Owner of property  
Use: To help determine the typical market value of commercial and industrial properties and to produce the annual assessment rolls  
Legal Authority: Section 295, Section 302(1) and Section 303 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## FINANCE

Title: **Tax Roll Database**  
Location: Taxation Department  
Information: Legal description; assessment of property; property owner name, address and/or telephone number; tax roll number; customer ID; notes on customer activity and banking information for the Monthly Tax Payment Plan; land title information; mortgage numbers; school support declaration  
Individual: Property owner  
Use: To produce a tax notice for property owners  
Legal Authority: Section 328 and 329 of the *Municipal Government Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Accounts Payable, Database and Files**  
Location: Accounting Department  
Information: Name, address, phone number, banking information of individuals and companies that the County owes money.  
Individual: Companies and or individuals that the County owes money to.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Accounts Receivable/Utilities Database and Files**  
Location: Accounting Department  
Information: Name, address, phone number of individuals and companies that the County is to receive money from, including water and sewer.  
Individual: Companies or individuals that owe money to the County.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Cash Receipts Database**  
Location: Accounting Department  
Information: Name, address, phone number of individuals and companies that the County receives money from.  
Individual: Companies and individuals that pay the County money for either services or products.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## PUBLIC WORKS

**Title:** **Complaint File**  
**Location:** Public Works/Public Works Building  
**Information:** Complainant's name, address, telephone number; property address, legal description; property owner's name, mailing address; description of complaint; department referred to; action comments on the complaint  
**Individual:** Complainant  
**Use:** For action and follow up on issues related to County  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Email Regarding Complaints**  
**Location:** Public Works/Public Works Building  
**Information:** Complainant's name, address, telephone number; property address, legal description; property owner's name, mailing address; description of complaint, department referred to; action comments on the complaint  
**Individual:** Complainant  
**Use:** For action and follow up on issues related to County public works  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Key Sign Out Sheet**  
**Location:** Public Works/Public Works Shop Building  
**Information:** Employee's Name  
**Individual:** Employee  
**Use:** To track who has signed out equipment  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Solid Waste Facility Access Tag Residential Application**  
**Location:** Clairmont Center for Recycling and Waste Management  
**Information:** Name, address, phone number, email address, legal land description  
**Individual:** For action and follow up on issue related to County Landfill  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Road Use Notification**  
**Location:** Public Works  
**Information:** Name, phone, employer  
**Individual:** For action and follow up on issues related to County roads  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

Title: **Application for Roadway Dust Suppression Strip**  
Location: Public Works Department  
Information: Name, address, phone number, legal land description  
Individual: County residents requiring dust suppression  
Use: Record of individuals requesting roadway dust suppression  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Senior Citizens Application for Snowplowing Services**  
Location: Public Works Department  
Information: Name, address, phone number, legal land description, driver's license, birth date  
Individual: Senior County residents  
Use: Senior County residents requiring snowplowing services  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Approach Extension – Policy #N16**  
Location: Public Works Department  
Information: Name, address, phone number, legal land description  
Individual: Residents requiring an approach extension to County standards as per policy N16  
Use: Records of requests related to supply of access to land from a developed road.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **West Aqua – Water Line Application**  
Location: Public Works Department  
Information: Name, address, phone number, legal land description, mailing address  
Individual: Residents requiring water connection in area with West Aqua Water line  
Use: Record relating to water line applications  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Acquisition of Land for Road Widening**  
Location: Public Works Department  
Information: Name, address, phone number, legal land description, mailing address  
Individual: For action or follow up on land acquisition for County road widening projects  
Use: For use when acquiring land needed for road widening  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## PARKS AND RECREATION

**Title:** **Resident Inquiry Bank**  
**Location:** Parks & Recreation Department – Community Services Building  
**Information:** Name, address and telephone number of callers with concerns and/or recommendations  
**Use:** Used to assist in responding to resident calls with respect with County facilities and operations  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Complaint Worksheet**  
**Location:** Parks & Recreation Department – Community Services Building  
**Information:** Complainant’s name, address, telephone number; property address, names and phone numbers of others involved in conflict  
**Individual:** Complainant  
**Use:** For action and follow up on issues related to operation of County Parks & Recreation  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Email Database Regarding Complaints**  
**Location:** Public Works and Parks Departments - Parks/Public Works Building  
**Information:** Complainant’s name, address, telephone number; property address, names and phone numbers of others involved in the conflict;  
**Individual:** Complainant  
**Use:** For action and follow up on issues related to operation of County Parks & Recreation  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Application for Access to Municipal Reserve – Special Projects**  
**Location:** Parks & Recreation Department – Community Services Building  
**Information:** Name, address, phone number, email address,  
**Use:** Proposals to utilize public land for special projects by members of the public  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Emerson Cemetery Registry**  
**Location:** Parks & Recreation Department – Community Services Building  
**Information:** Name, address, phone numbers, alternate contact, cemetery location, deceased's info.  
**Individual:** Deceased  
**Use:** Administration of burial and cemetery location program  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, Cemeteries Act of Alberta (2000), Cemeteries Act of Alberta Regulations (1998)

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Title: **Emerson Cemetery Burial Permits**  
Location: Parks & Recreation Department – Community Services Building  
Information: Name of deceased, date of death, age, sex, place of death, issuer  
Individual: Deceased  
Use: Administration of burial and cemetery location program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, Cemeteries Act of Alberta (2000), Cemeteries Act of Alberta Regulations (1998)

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Title: **Key Sign Out Sheet**  
Location: Parks & Recreation – Community Services Building  
Information: Name, phone number and email address  
Use: Administration of facility or asset use by member of the public  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Sport Field Application Booking Form**  
Location: Parks & Recreation Department – Crosslink County Sportsplex  
Information: Name, address, phone number, email address, location and time required for use  
Use: Administration of sports field use by outside users  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Arena Rental Database**  
Location: Parks & Recreation Department – Crosslink County Sportsplex  
Information: Name, address, telephone number (home, work and/or cell) and email address of facility users  
Use: Contact list of users of the arenas for billing and business purposes  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Facility Rental Contract / Permit**  
Location: Parks & Recreation Department – Crosslink County Sportsplex  
Information: Contact number; renter's name, address, telephone number; notes regarding the event and staff user ID  
Individual: Renter  
Use: A contract between the Sportsplex and renters of the facility  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Waiver Release**  
Location: Parks & Recreation Department – Crosslink County Sportsplex  
Information: Participant's name and signature; witness' name and signature



Individual: Participant  
Use: Indemnification of facility by facility user  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Public Incident Investigation Report**  
Location: Parks & Recreation Department – Crosslink County Sportsplex  
Information: Patron's name, address, telephone number, age, date of birth; time of incident, location of incident, name of employee advised of the incident, date and time the incident was reported, description of incident, type of treatment provided; next of kin name and telephone number; witness' name, age, address, telephone number, relationship to patron involved in the incident; name of person submitting the incident report; date submitted and team leader signature  
Individual: Patron  
Use: Record of incident or injury involving the public for liability purposes and improving public safety  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Major Accident Report**  
Location: Parks & Recreation Department – Crosslink County Sportsplex  
Information: Name of patron, address, telephone number, gender; name of parent or guardian, address and telephone number; medical history of the patron; description of injury sustained by the patron; responder's treatment; family doctor's name; witness to accident's name, signature and telephone number; signature of lifeguard on duty; date, time, location and cause of accident  
Individual: Patron  
Use: Record of significant incident or injury involving the public for liability purposes and improving public safety  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Grant Applications**  
Location: Parks and Recreation – Community Services Building  
Information: Name, Phone Number, Mailing Address, Email Address.  
Use: Individual contracts to represent an organization that is seeking grant funding from the County  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Grant Contracts**  
Location: Parks and Recreation – Community Services Building  
Information: Name, Phone Number, Mailing Address, Email Address  
Use: Individual contracts to represent an organization that has been awarded grant funding from the County  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Grant Compliance Reports**  
Location: Parks and Recreation – Community Services Building  
Information: Name, Phone Number, Mailing Address, Email Address  
Use: Individual contracts to represent an organization that submits it is in full compliance with the requirements to expend grant funding from the County  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **BBQ Booking**  
Location: Parks and Recreation – Community Services Building  
Information: Name, Phone Number, Email Address  
Use: Individual contracts to represent an organization when renting (using) the County BBQ for an event  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Community Tribute Program**  
Location: Parks and Recreation – Community Services Building  
Information: Name(s), Phone Number, Payment information (cheque, credit card)  
Use: To identify the purchaser and the Memorialized and secure payment for memorial benches, trees or plaques  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Program Registration/Sign-In Sheets**  
Location: Parks & Recreation – Community Services Building  
Information: Name, Phone, Address, Email, allergies, health concerns  
Use: Individuals participating in any Parks & Recreation programs to ensure participant safety and program success  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Waiver Release**  
Location: Parks & Recreation Department – Community Services Building  
Information: Participant's name and signature; witness' name and signature  
Individual: Participant  
Use: Indemnification of County by program participant  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Volunteer Registration for County Programs/Services**  
Location: Parks & Recreation – Community Services Building  
Information: Name, Phone, Address, Email

Use: To include volunteers in Health and Safety Orientations or meetings, and include volunteers under County Liability Insurance  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Volunteer Registration for Third Party Programs (Clairmont Gardeners)**  
Location: Parks & Recreation – Community Services Building  
Information: Name, Phone  
Use: To include volunteers under the County Liability Insurance  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Campground Statistics**  
Location: Parks and Recreation – Community Services Building  
Information: Name, Mailing Address, Phone Number, License Plate Number.  
Use: Aggregate Statistics to inform campground operational priorities  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Old Bezanson Townsite Group Bookings**  
Location: Parks and Recreation – Community Services Building  
Information: Name, phone number, address  
Use: Individual rents the overnight portion of the Park for personal use  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Bear Hill Recreation Area Group Bookings**  
Location: Parks and Recreation – Community Services Building  
Information: Name, phone number, address  
Use: Individual rents the overnight portion of the Park for personal use  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Parkland Violation Notices**  
Location: Parks & Recreation – Community Services Building  
Information: Name, phone number, address email, license plate, campsite occupied  
Use: To issue a notice of violation of the County Parkland Preservation Bylaw  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, Section 5 of the County Parkland Conservation Bylaw under the authority of The *Municipal Government Act* (2000)

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Title: **Campground Eviction Letter**  
Location: Parks & Recreation – Community Services Building

Information: Name, Phone, Address, Email, license plate, campsite occupied  
Use: To issue a notice of eviction from one or more County Campgrounds and/or Day Use sites  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, Section 5 of the County Parkland Conservation Bylaw under the authority of The *Municipal Government Act* (2000)

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## CORPORATE SERVICES

Title: **Insurance Claims**  
Location: Corporate Services - County of Grande Prairie No. 1 Administration Building  
Information: Name of claimant or third party, address, telephone number, email address, specific details about the claim (property or personal injury), photos of the site; witness statements; claim and file numbers; property details or vehicle details (including license plate numbers)  
Use: Administration of the insurance program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Facility User Group Insurance Application**  
Location: Corporate Services - County of Grande Prairie No. 1 Administration Building  
Information: Name of renter, address, telephone number, email address, specific details about the function to be held at County facility  
Use: Administration of insurance program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Insurance Benefits for Council Members**  
Location: Finance Department - Payroll - County of Grande Prairie No. 1 Administration Building  
Information: Name of insured, name of beneficiary, relationship and signature  
Use: Administration of insurance program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## AGRICULTURE

Title: **Weed Inspection Notices**  
Location: Agriculture Department – Community Services Building  
Information: Name, mailing address, phone number and legal land description.  
Use: To ensure landowners, land renters, etc. are in compliance with agreement with the County of Grande Prairie.  
Legal Authority: Agricultural Pests Act, Soil Conservation Act, Weed Control Act.

---

Title: **AG Complaints**  
Location: Agriculture Services - Community Services Building  
Information: Name, Phone, Address, Legal Land Description, E-mail Address.  
Use: Record of complaints filed with the Agriculture department.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Ag No Spray Program**  
Location: Agriculture Department – Community Services Building  
Information: Name, mailing address, email, phone number and legal land description.  
Use: To ensure landowners, land renters, lessee, are in compliance with agreement with the County of Grande Prairie  
Legal Authority: Weed Control Act

---

Title: **Rural extension/Workshops**  
Location: Agriculture/Community Services Building  
Information: Name, Phone numbers, email address  
Use: KPI for Grant recording, ASB program updates, follow up information requests  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, Soil Conservation Act, Weed Control Act, Agricultural Pest Act

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Title: **Predator Control Database**  
Location: Ag dept, community services Building  
Information: Rate payers name, address, telephone number  
Use: Book problem wildlife services  
Legal Authority: Agricultural Pest Act, Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, County policies

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Title: **Roadside Mowing**  
Location: Agriculture department  
Information: No information collected  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Pest and Disease programs**  
Location: Agriculture, Community Services Building, Alberta Agriculture  
Information: Name, address, telephone number, email address

Use: Ratepayer sites to set up traps, database supplies to Alberta Ag for statistics  
Legal Authority: Agricultural Pest Act, Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

---

Title: **100 Years of Farming**  
Location: HUB - Agriculture – Projects & Initiatives  
Information: Name, mailing address, phone number, legal Land description, Land Title, Family Status, size of farming operation  
Use: To recognize the contributions of farm/ranch families that have achieved the milestone of 100 years of farming and residing in the County of Grande Prairie.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and County Policy D7 100 Years of Farming

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Title: **Farm Family**  
Location: HUB – Agriculture - Projects & Initiatives  
Information: Name, mailing address, phone number, legal Land description, size of farming operation, age, sex, family status  
Use: To recognize multi-generation agricultural producing farm families within the County of Grande Prairie.  
Legal Authority: County Policy D17 Farm Family Awards

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Title: **2019 Marny Kenney**  
Location: HUB – Agriculture – Administrative Documents  
Information: Phone log, names, phone numbers, email address  
Use: To document phone calls regarding questions, concerns, or providing information  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **AG Orientation 2019 Training List**  
Location: HUB – Agriculture – Ag Seasonal Training Library  
Information: Names, phone numbers, address, email, certificates  
Use: Track training records and safety requirements  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Rental Equipment**  
Location: HUB – Agriculture Ag Equipment Document  
Information: name, phone number, email, address  
Use: To enter a formal rental agreement

Legal Authority County Policy D10 Rental Equipment

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Title **Rural Acreage Owner Pesticide Certificate Program**  
Location HUB – Agriculture - Projects & Initiatives  
Information name, phone number, email, address, land location, certificate  
Use To certify rural acreage owners in the RAOPC program  
Legal Authority Alberta Environment and parks

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## COMMUNITY SERVICE

Title: **Special Event Volunteer Database**  
Location: Community Services Department  
Information: Name, address and telephone number of individuals interested in assisting with special events  
Use: Used to contact volunteers for special events and meetings  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Accounts Receivable Database (Dog License Billing)**  
Location: Animal Licensing Department -Community Services Building  
Information: Owner name, address and telephone number (home and work)  
Use: Administration of the licensing and regulation of dog licensing  
Legal Authority: Section 7 and section 8 of the *Municipal Government Act*, Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and Dog Control Bylaw No. 2310

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Title: **Case Records – School Liaison – Family & Community Support Services (F.C.S.S)**  
Location: School Liaison  
Information: Name, nature of case  
Individual: Students attending schools located in the County of Grande Prairie boundaries and operated by Peace Wapiti Regional School Division No. 33  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Home Support Case Records – Family & Community Support Services (F.C.S.S)**  
Location: FCSS Director  
Information: Name, address, phone number, financial status, medical information, marital information, gender  
Individual: Residents of the County of Grande Prairie who are making application for homemaker services  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Playschool Case Records – Family & Community Support Services (F.C.S.S)**  
Location: County Playschools (various locations)

Information: Name, address, phone number, emergency contact information, other personal information relating to medical, allergies, likes and dislikes, report cards  
Individual: Playschool participants, parents, and emergency contact individuals  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Home Support Client Files**  
Location: Family and Community Support Services  
Information: Name, address, legal land description, phone, alternate contact, date of birth, income and expenses, health information, payment agreement  
Use: Administration of home support program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Community School Liaison Client Files**  
Location: Family and Community Support Services  
Information: Name, parent/guardian name, address, legal land description, phone, alternate contact, date of birth, contact notes and updates, school information  
Use: Administration of Community School Liaison Program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Special Needs Snowplowing**  
Location: Family and Community Support Services  
Information: Name, address, legal land description, phone, date of birth, health information, doctor's letter  
Use: Administration of special needs snowplowing  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## **FIRE SERVICES**

Title: **Fire ground Tactical Worksheet and Fire Data Management Software**  
Location: County of Grande Prairie's Community Services Building  
Information: Incident number; location of incident, description of incident and actions taken; type of call; name, address and telephone number of owner; name, address and telephone number of occupant; make, model, year of vehicle; insurance company and policy number, driver's license number; incident commander's name; motor vehicle crash information: driver name, address, driver's license number, insurance company name, agent's name, telephone number, insurance policy number; RCMP detachment member file number; vehicle identification number  
Use: Used for billing purposes  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Alberta Infrastructure (Fire call and Rescue Information)**  
Location: County of Grande Prairie No. 1's Community Services Building  
Information: Date of service; call type; incident number; location of incident; name of attendant; patient name, address, telephone number (home and business) of driver/owner; registered owner/insurance company agent name and policy number  
Use: Information is collected on behalf of Alberta Health and Wellness and used by the County of Grande Prairie No. 1 for billing purposes. County of Grande Prairie No. 1 Fire Services has temporary custody of these records.  
Legal Authority: Health Information Act and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Target Solutions**  
Location: Database  
Information: Name, Address  
Individuals: Training information; location of training, description of training, name, address and telephone number of trainers & employees; name certificates and competencies  
Legal Authority: *Health Information Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Fire fighters**  
Location: Fire Services  
Information: Name, phone, address  
Individual: Firefighters with the County of Grande Prairie.  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Fire Incidents**  
Location: Fire Services  
Information: Name, address  
Use: To keep a record of fire incidents in the County of Grande Prairie  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Fire Permits**  
Location: Fire Services  
Information: Name, phone, address  
Use: Record of individuals issued a fire permit within the County of Grande Prairie  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Fire Inspections**  
Location: Fire Services  
Information: Name, business address, phone, email  
Use: Record of fire inspections within the County of Grande Prairie

Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## HUMAN RESOURCES

**Title:** **Employee Competition Files**  
**Location:** Human Resource Department  
**Information:** Applicant's name, address, phone number, email address; resume, reference name, address, telephone number; interview notes; questions and answers; reference information collected and driver's abstract  
**Individual:** Applicant  
**Use:** To find suitable candidates for various positions with the County of Grande Prairie No. 1  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Employee Photos**  
**Location:** Human Resource Department  
**Information:** Photos of employees during special events and celebrations and for Employee IDs and organizational chart  
**Individual:** Employee  
**Use:** For employee picture board and special internal events  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Exit Interview Notes**  
**Location:** Human Resource Department  
**Information:** Interviewee name  
**Individual:** Interviewee  
**Use:** To gather exiting employee's feedback as part of the Human Resource program  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Workers Compensation Board Claim Forms (Employer's Report)**  
**Location:** Health & Safety Department/Human Resources/Payroll  
**Information:** Claim number and type; name, address, telephone number, email address, social number, date of birth, gender of injured employee; employer information including Worker's Compensation Board (WCB) account number; date and time of injury; name and telephone number of the person notified of the injury; description of what occurred to cause the injury; time lost and return to work information including pre-accident rate of pay; wage information including date of hire; rate of pay at time of the accident; earnings information contact name and telephone number  
**Use:** To determine entitlement to compensation and for determining employer's premium rates  
**Legal Authority:** *Worker's Compensation Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Workers Compensation Board Claim Forms (Workers' Report)**  
Location: Human Resources/Health & Safety Department  
Information: Claim number; name, address, telephone number, email address, social insurance number, Alberta Health Care number, date of birth, gender of injured employee; date and time of injury; name and telephone number of the person notified of the injury; description of what occurred to cause the injury; list of persons who witnessed the accident; return to work information including pre-accident rate of pay; wage information including date of hire; rate of pay at the time of the accident  
Use: To determine entitlement to compensation and for determining employers' premium rates  
Legal Authority: *Worker's Compensation Act* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Employee Files**  
Location: Payroll and Benefits/Human Resources  
Information: Employee name, employee number, mailing address, telephone number, date of birth, social insurance number, resume, references, performance reviews, performance issue documentation and disciplinary actions, training session history information, employee history and years of service, retirement/LAPP service, salary and vacation entitlement information, driver's abstract and criminal record history (if required), employee emergency contact information, next of kin, dependent names and date of birth for each child, registered retirement savings plan information  
Individual: All employees of the County of Grande Prairie No. 1  
Use: Record keeping of current and former employees to administer health benefits, salary increments, pension program and RRSP contributions, general HR management of employee  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## PAYROLL

Title: **Insurance Benefits for Council Members**  
Location: Finance Department – payroll  
Information: Name of insured, name of beneficiary, relationship and signature  
Use: Administration of insurance program  
Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Payroll Database**  
Location: Payroll Department  
Information: Employee name, employee ID, address, telephone number, date of birth, social insurance number; current and historical salary; rate of pay; benefits; exception reporting and time entry; earnings and deductions; banking information; email address; tax information  
Use: Administration of the County's payroll program

Legal Authority: Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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**Title:** **Employee Database – Electronic**  
**Location:** Payroll and Benefits  
**Information:** Employee name, address, birth date, employment commencement date, termination date, rehire date, gender, phone number, social insurance number, salary grid placement  
**Use:** All employees of the County of Grande Prairie No. 1  
**Legal Authority:** Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## ENFORCEMENT SERVICES

**Title:** **Occurrences Database – Regional Enforcement Services**  
**Location:** Regional Enforcement Services Department – Community Services Building  
**Information:** Name, home or business address, home, cell or business phone number, date of birth, driver’s license, motor vehicle ID, description of persons, criminal records, court records, court orders, warrants, tow forms, seizure forms, exhibit reports, drivers record, vehicle and license plate information, police record, flagged persons for officer safety.  
**Individuals:** Individuals, complainants and witnesses subject to a law enforcement complaint or investigation  
**Use:** Law Enforcement  
**Legal Authority:** *Municipal Government Act, Traffic Safety Act and Regulations, Gaming, Liquor and Cannabis Act and Regulations, Highways Development and Protection Act, Environmental Protection and Enhancement Act, Provincial Offences Procedures Act and Regulation, Dangerous Dogs Act, Petty Trespass Act, Animal Protection Act, Trespass to Premises Act, Forest Act, Forest and Prairie Protection Act, Criminal Code of Canada, Peace Officer Act and Regulations, Transportation of Dangerous Goods Handling Act, Canada Evidence Act, Alberta Evidence Act.*

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**Title:** **Violation Ticket Database – Regional Enforcement Services**  
**Location:** Regional Enforcement Services Department – Community Services Building  
**Information:** Name, home or business address, home, cell or business phone number, date of birth, driver’s license, motor vehicle ID, description of persons, criminal records, driver’s record, police record, court records, court orders, warrants, tow forms, vehicle and license plate information, exhibit reports, description of charges, disposition of courts – fines, suspensions and or jail terms.  
**Individuals:** Individuals, complainants and witnesses subject to law enforcement  
**Use:** Law Enforcement  
**Legal Authority:** *Municipal Government Act, Traffic Safety Act and Regulations, Liquor and Cannabis Act and Regulations, Highways Development and Protection Act, Environmental Protection and Enhancement Act, Provincial Offences Procedures Act and Regulation, Dangerous Dogs Act, Petty Trespass Act, Animal Protection Act, Trespass to Premises Act, Forest Act, Forest and Prairie Protection Act, Criminal Code of Canada, Peace Officer Act and Regulations, Transportation of Dangerous Goods Handling Act, Canada Evidence Act, Alberta Evidence Act, Freedom of Information and Protection of*

Title: **Dog License Database – Regional Enforcement Services**  
Location: Regional Enforcement Services Department -Community Services Building  
Information: Name, home or business address, home, cell or business phone number  
Individuals: Dog Owner  
Use: Dog Licensing  
Legal Authority: *Municipal Government Act, Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **Animal Reclaim Forms – Regional Animal Pound – Regional Enforcement Services**  
Location: Regional Animal Pound (Started May 2015)  
Information: Name, home or business address, home, cell or business phone number, driver’s license  
Individuals: Pet owners  
Use: Tracking Pet Owner Animal Reclaims  
Legal Authority: *Municipal Government Act, Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **Animal Adoption or Owner Surrender – Regional Animal Care Facility temporary project – Regional Enforcement Services**  
Location: Regional Animal Pound  
Information: Name, home or business address, home, cell or business phone number, driver’s license  
Individuals: Shelter services (owners surrendering their pets), and Animal Adoptions  
Use: Tracking owner surrenders and adoptions  
Legal Authority: *Municipal Government Act, Freedom of Information and Protection of Privacy Act Section 33(c)*

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## PLANNING AND DEVELOPMENT

Title: **Planning and Development Applicants List**  
Location: Planning and Development Services, Economic Development, Assessment and Taxation, Public Works  
Information: Applicants name, mailing address, telephone number, email address, registered land owner name (also be applicant, and regulations state landowner name be on documents), mailing address, telephone number, email address, applicants employer name, applicants trade identification number, registered legal description and plan number, address of site, Certificate of Title  
Use: To process applications for planning and development, such as safety codes applications and permits, development applications and permits, land use bylaw amendment applications and approvals, subdivision applications and approvals, road closure applications and approvals, circulations of applications, area structure plan applications and

Legal Authority: approvals, re-designation of municipal and environmental reserve application and approvals, minutes and agendas for Municipal Planning Committee and Council  
Land Use Bylaw 2680, Section 2(3) and 2(7), *Safety Codes Act* and *Safety Code Permit Regulations* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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Title: **Planning and Development Landowner List**  
Location: Planning and Development Services, Economic Development, Assessment and Taxation, Public Works  
Information: Applicants name, mailing address, telephone number, email address, registered land owner name (also be applicant, and regulations state landowner name be on documents), mailing address, telephone number, email address, applicants employer name, land owners trade identification number, registered legal description and plan number, address of site, Certificate of Title  
Use: To process applications for planning and development, such as safety codes applications and permits, development applications and permits, land use bylaw amendment applications and approvals, subdivision applications and approvals, road closure applications and approvals, circulations of all applications, area structure plan applications and approvals, re-designation of municipal and environmental reserve application and approvals, minutes and agendas for Municipal Planning Committee and Council  
Legal Authority: Land Use Bylaw 2680, Section 2(3) and 2(7), *Safety Codes Act* and *Safety Code Permit Regulations* and Section 33(c) of the *Freedom of Information and Protection of Privacy Act*

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## INFORMATION SYSTEMS

Title: **Active Directory**  
Location: Information Systems  
Information: Employee names, phone numbers, email addresses, position held  
Use: To provide access to County's computer systems and network  
Individual: Employees and select Contractors  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

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Title: **Computer List (Serenic)**  
Location: Information Systems  
Information: Employee names, location of systems and departments  
Use: Computer assets that are linked to employees  
Individuals: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

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Title: **Telus – Subscriber List**  
Location: Information Systems  
Information: Employee names and company cell phone numbers  
Individual: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **Internet Towers**  
Location: Finance/Information Systems  
Information: Name, land description, contact information  
Use: Contains information about County provided internet towers  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **Kantech**  
Location: Information Systems  
Information: Public (contractor), employees, position, entry times  
Use: Door and gate access control  
Individual: Employees and those contracted to work for the County  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **BlackBerry UEM**  
Location: Information Systems  
Information: Employee names, cell phone numbers, email addresses  
Use: Mobile device management system, contains information relevant to administering cell phones and tablets  
Individual: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **NEC Univerge**  
Location: Information Systems  
Information: Employee names, extensions, voicemail from external and internal sources  
Use: Desk Phone System  
Individual: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **Web Pro**  
Location: Information Systems  
Information: Employee Names and extensions  
Individual: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **Office 365 (SharePoint Online, OneDrive, Email, Forms)**  
Location: Information Systems  
Information: Employee names, phone numbers, email addresses, position held  
Use: Required to provide the service. Contains information similar to a file directory or records management and some items may be recorded under other personal information bank item  
Individual: Employees, Public  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

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Title: **BMC Footprints**  
Location: Information Systems  
Information: Employee names, usernames, computer names and software licensing access to active directory. Contains information about BYOD, service requests, use policy and similar information required to provide Service Desk Functionality  
Use: To provide service desk functionality  
Individual: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

---

Title: **BMC Client Management**  
Location: Information Systems  
Information: Employee names, usernames, computer names and software licensing access to active directory  
Use: Used in the maintenance of computers  
Individual: Employees  
Legal Authority: *Freedom of Information and Protection of Privacy Act Section 33(c)*

---

Title: **GIS**  
Location: Information Systems  
Information: Owner name and address. May also contain information about complaints, inspections and similar activities, however those specific activities should have separate entries in the Information Bank.



Use: To provide a variety of services for a variety of departments. Includes owner name and address.  
Individual: Employees, public  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

---

Title: **MF\_CAMAlot**  
Location: GIS Services – County of Grande Prairie No. 1 Administration Building  
Information: Data copies from assessments in CAMAlot system. Includes property owner names, address, tax and assessment information.  
Use: A copy of select CAMAlot (used/maintained by assessment). GIS links to this to attach assessment data to the land parcels displayed in the GIS and the Enterprise Web Map.  
Individual: Property owner  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

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Title: **MF\_Taxes**  
Location: GIS Services – County of Grande Prairie No. 1 Administration Building  
Information: Data copies from Bellamy, includes property owner names, address, and tax information  
Use: A copy of select Bellamy (tax database used/maintained by Finance) tables. GIS links to this to attach tax and owner data (name and address) to the land parcels displayed in the GIS and the Enterprise WebMap  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)

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Title: **Ownership Map**  
Location: GIS Services – County of Grande Prairie No. 1 Administration Building  
Information: Name and land location for properties larger than 25 acres.  
Use: Map sold by GIS to the public showing owner names. A non-searchable PDF version is available for purchase from our web store.  
Legal Authority: *Freedom of Information and Protection of Privacy Act* Section 33(c)