



DIRECTORY OF PERSONAL INFORMATION BANKS

Introduction

The *Protection of Privacy Act* came into force for local government bodies on. 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 or under the control of public bodies.

Within the Town of Blackfalds, all departments, committees, boards, and commissions fall under the *Protection of Privacy Act*.

Purpose of the *Protection of Privacy Act*

The purpose of the Act is to make public bodies accountable to the public by providing access to records and, at the same time, protecting the personal privacy of individuals. The Act is built on 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. Town of Blackfalds) subject to limited and specific exceptions as set out in the Act;
- to control the manner in which the Town of Blackfalds may collect personal information from individuals, to control the use that the Town of Blackfalds may make of that information and to control the disclosure of that information by the Town of Blackfalds;
- to allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the Town of Blackfalds;
- to allow individuals the right to request corrections to personal information, about themselves, that is held by the Town of Blackfalds; and
- to provide an independent review of decisions made by the Town of Blackfalds, and resolution of complaints, under the Act.

The *Protection of Privacy Act*:

- applies to all records in the custody or under the control of the Town of Blackfalds, 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 Town of Blackfalds collects, uses, discloses, and disposes of its records; and
- requires the Town of Blackfalds to make available to the public, manuals used in operation and decision-making.

The Directory of Personal Information Banks is intended for use by the Head, the Information Governance Coordinator, Town of Blackfalds staff within all departments and members of the public as a method of determining the nature of personal information held by the Town of Blackfalds and the location of that information, within various departments.

The Town of Blackfalds recommends that inquiries regarding a record be directed to the department that has custody or control of the record.

Individuals wishing to make a formal request for information under the provisions of the *Access to Information Act*, should complete an Access to Information form and submit it to the Information Governance Coordinator.

Note: Personal information collected by the Town of Blackfalds may be disclosed in accordance with the *Protection of Privacy Act*.

Access & Privacy Contacts

Municipality Head

Chief Administrative Officer

Kim Isaak

Box 220

5018 Waghorn Street

Blackfalds, AB T0M 0J0

Phone 403-885-6255

Fax 403-885-4610

kisaak@blackfalds.ca

Information Governance Coordinator

Brad McKenzie

Box 220

5018 Waghorn Street

Blackfalds, AB T0M 0J0

Phone 403-885-6370

Fax 403-885-4610

bmckenzie@blackfalds.ca

Glossary of Terms

Employee	Any person who performs a service for the Town of Blackfalds as an appointee, volunteer, or student or under a contract or agency relationship.
Exception to Disclosure	A provision of the Act, which requires or permits refusal of the right of access to records or personal information in the custody or under the control of the Town of Blackfalds.
Next-of-kin	A person's closest living relative or relatives.
Personal Information	<p>Recorded information about an individual, including:</p> <ul style="list-style-type: none">• the individual's name, home or business address, home or business telephone number,• 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 opinion about the individual, and• the individual's personal views and opinions, except if they are about someone else.
Personal Information Bank	A collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to the individual.
Record	A record is information in any form and includes notes, images, audiovisual recordings, x-rays, 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 include software or any mechanism that produces records.
Information Governance Coordinator	Town of Blackfalds employee delegated the responsibility of processing requests for information under the <i>Access to Information Act</i> .
Resident	An individual who lives in the Town of Blackfalds.

GENERAL

Title	Email Correspondence
Location	Various departments
Information	Name, address, telephone number, email address
Individuals	Residents and/or third parties who contact the Town via email; employees of the Town of Blackfalds
Use	To facilitate contact, follow-up and daily business within the Town of Blackfalds
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); bylaws and policies</i>
Security Classification	Internal

Title	Interoffice Staff/Council Directory
Location	Reception
Information	Name, business telephone number, cellular phone number, email address
Individuals	Council; employees of the Town of Blackfalds
Use	To facilitate contact and daily business within the Town of Blackfalds
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Public

Title	Outlook – Email Contacts
Location	Various departments
Information	Name, address, telephone number, email address
Individuals	Personal and business contacts; employees of the Town of Blackfalds
Use	To facilitate contact and daily business within the Town of Blackfalds
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Public

ABBAY MASTER BUILDERS CENTRE

Title **Abbey Centre Membership Benefit**

Location Abbey Centre
Information Name, signature
Individuals Employees of the Town of Blackfalds
Use To facilitate purchase of annual memberships by Town staff
Legal Authority *Municipal Government Act, Protection of Privacy Act, Section 4(c)*
Security Classification **Internal**

Title **Adult Fitness Orientation**

Location Abbey Centre
Information Name, address, telephone number, email address, date of birth, emergency contact information, signature
Individuals Adult facility users
Use To facilitate education regarding use of facility
Legal Authority *Municipal Government Act, Protection of Privacy Act, Section 4(c)*
Security Classification **Internal**

Title **Aquatics Volunteer Form**

Location Abbey Centre
Information Name, mailing address, telephone number, cellular phone number, email address, parent and emergency contact information, references, signature
Individuals Residents wishing to volunteer for aquatic programs
Use To facilitate contact, screening, and placement of volunteers
Legal Authority *Municipal Government Act, Protection of Privacy Act, Section 4(c)*
Security Classification **Internal**

Title **Aquatics Registration Form**

Location Abbey Centre
Information Participant name, date of birth, gender, address, telephone number, cellular phone number, email address, medical conditions, emergency contact information, parent/guardian contact information, signature
Individuals Program participants; parents/guardians
Use To facilitate participation in aquatic programs
Legal Authority *Municipal Government Act; Protection of Privacy Act, Section 4(c)*
Security Classification **Internal**

Title	Booking Checklist
Location	Abbey Centre
Information	Name, mailing address, telephone number, cellular phone number, email address, child names and ages
Individuals	User groups; designated contacts
Use	To facilitate booking of functions at Town facilities
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Camp Curious Hot Lunch Order Form
Location	Abbey Centre
Information	Name
Individuals	Children enrolled in program
Use	To facilitate provision of hot, diet appropriate meals
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Camp Curious Medication Administration & Permission Form
Location	Abbey Centre
Information	Child name, parent/guardian name, signature
Individuals	Program participants; parents/guardians
Use	To obtain consent for administration of medication
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Restricted

Title	Camp Curious Registration Form
Location	Abbey Centre
Information	Child name, date of birth, allergies, dietary needs, medical conditions, parent/guardian name, mailing address, telephone number, cellular phone number, email address, emergency contact information, authorized pickup information, signature
Individuals	Program participants, parents/guardians
Use	To facilitate registration of minor children
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Camp Curious Sign-In/Out Register
Location	Abbey Centre
Information	Child name, authorized drop off name, authorized pick-up name
Individuals	Program participants; parents/guardians
Use	To facilitate tracking of program attendees
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Camp Curious Volunteer Form
Location	Abbey Centre
Information	Name, mailing address, telephone number, cellular phone number, email address, emergency contact information, date of birth, references, signature
Individuals	Residents wishing to volunteer as camp staff
Use	To facilitate contact, screening, and placement of volunteers
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Camp Curious Volunteer Hours
Location	Abbey Centre
Information	Name
Individuals	Residents who volunteer as camp staff
Use	To facilitate tracking of hours worked
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Camp Curious Walk Home Alone Permission Form
Location	Abbey Centre
Information	Child name, parent/guardian name, parent/guardian signature
Individuals	Program participants; parents/guardians
Use	To secure permission for Camp Curious attendees to walk home
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	C'amped Registration Form
Location	Abbey Centre
Information	Child name, date of birth, allergies, dietary needs, medical conditions, parent/guardian name, mailing address, telephone number, cellular phone number, email address, emergency contact information, authorized pick-up information, signature
Individuals	Program participants, parents/guardians
Use	To facilitate registration of minor children
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	C'amped Sign-In/Out Register
Location	Abbey Centre
Information	Child name. authorized pick-up name
Individuals	Program participants; parents/guardians
Use	To facilitate tracking of program attendees
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Charitable Donation Records (Community Care)
Location	Abbey Centre
Information	Name, address
Individuals	Donors who request charitable donation receipts
Use	To facilitate issuance of charitable donation receipts
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Child-Minding Sign-In/Out Register
Location	Abbey Centre
Information	Child name, age, allergies, medical information, parent name, telephone number, cellular phone number, location
Individuals	Children in the care of Abbey Centre staff; parents/guardians
Use	To facilitate tracking of children in care
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Complaint Form
Location	Abbey Centre
Information	Name, address, telephone number, email address, signature
Individuals	Facility users
Use	To facilitate complaint reporting and resolution
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Emergency Medical Services (EMS) Refusal
Location	Abbey Centre
Information	Name, address, telephone number, signature
Individuals	Facility users; parents/guardians; facility staff
Use	To document refusal of emergency medical services
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Restricted

Title	External Personal Trainer Agreement
Location	Abbey Centre
Information	Name, business name, signature
Individuals	Personal trainers, not employed by the Town, who wish to provide services within the facility
Use	To facilitate placement and approval of external personal trainers
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	External Trainer Registration Form
Location	Abbey Centre
Information	Name, business/team name, address, telephone number, cellular phone number, email address
Individuals	Personal trainers, not employed by the Town, who wish to provide services within the facility
Use	To facilitate contact, placement, and approval of external personal trainers
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Facility Cancellation Request
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, signature
Individuals	User groups; designated contacts
Use	To facilitate cancellation of functions booked at Town facilities
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Feedback Card
Location	Abbey Centre
Information	Name, telephone number, cellular phone number, email address
Individuals	Facility users
Use	To facilitate contact and tracking of feedback from facility users
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Fitness Training Form
Location	Abbey Centre
Information	Name, telephone number, date of birth, emergency contact information, medical conditions, signature
Individuals	Adult facility users
Use	To facilitate provision of appropriate fitness training/programming
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Full Field House Booking Checklist
Location	Abbey Centre
Information	Group/company name, contact name, address, telephone number, cellular phone number, email address
Individuals	User groups; designated contacts
Use	To facilitate booking of the entire field house
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Guest Services Statement
Location	Abbey Centre
Information	Name, address, telephone number, position, signature
Individuals	Guest Services staff
Use	To document and facilitate resolution of incidents involving Guest Services staff members
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Incident Report
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number
Individuals	Facility users; facility staff
Use	To facilitate contact, tracking and resolution of incidents occurring within the facility
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Independent Fitness Contract Instructor Agreement
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, email address, signature
Individuals	Fitness instructors employed on a contract basis
Use	To facilitate placement of instructors for fitness classes/programs
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Lock Rental Sign-Out
Location	Abbey Centre
Information	Surname, membership number, telephone number, cellular phone number
Individuals	Facility users
Use	To facilitate rental of padlocks
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Major First Aid Form
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, age, gender, medical history, medical conditions, signature
Individuals	Facility users; parents/guardians; rescuers; facility staff
Use	To facilitate contact, documentation, and tracking of incidents that require provision of major first aid
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Restricted

Title	Membership Enrollment Form
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, email address, medical conditions, emergency contact information, membership number, child name, child date of birth, signature, parent/guardian signature
Individuals	Facility users
Use	To facilitate membership and/or enrollment in classes/programming
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Membership Hold Request
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, email address, signature, staff name, staff signature
Individuals	Facility users; facility staff
Use	To facilitate temporary stoppages in facility use and/or classes/programming
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Minor First Aid Form
Location	Abbey Centre
Information	Name, age, parent/guardian contact information
Individuals	Facility users; parents/guardians
Use	To facilitate contact, documentation, and tracking of incidents that require provision of minor first aid
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	New Online Account Setup Form
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, email address, numeric password, child name, child date of birth
Individuals	Facility users
Use	To facilitate establishment of online user accounts
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Program Registration Form
Location	Abbey Centre
Information	Participant name, address, telephone number, cellular phone number, email address, date of birth, medical conditions, emergency contact information, parent/guardian name, signature
Individuals	Program participants; parents/guardians
Use	To facilitate enrollment in classes/programming offered by the Town
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Staff Incident Report
Location	Abbey Centre
Information	Name, address, telephone number
Individuals	Facility staff
Use	To facilitate contact, tracking, and resolution of incidents involving facility staff
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential
Title	Staff Statement
Location	Abbey Centre
Information	Name, address, telephone number, signature
Individuals	Facility staff
Use	To facilitate contact, fact gathering and investigation of incidents
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	System Failure – Booking/Registration Inquiries
Location	Abbey Centre
Information	Name, telephone number, cellular phone number
Individuals	Residents
Use	To facilitate contact and tracking of inquiries that occur while electronic systems are inaccessible
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Team Registration Form
Location	Abbey Centre
Information	Name, mailing address, telephone number, cellular phone number, email address, date of birth, parent/guardian name, signature
Individuals	Program participants; parents/guardians
Use	To facilitate participation in team sports within the Town of Blackfalds
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Theft Report
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, staff contact information
Individuals	Facility users; facility staff
Use	To facilitate contact, tracking and follow-up of theft occurrences
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Visitor Log-In/Out
Location	Abbey Centre
Information	Name, telephone number, cellular phone number
Individuals	Facility users
Use	To facilitate tracking of facility users
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Wait List (Facility Bookings & Child-Minding)
Location	Abbey Centre
Information	Name, telephone number, cellular phone number
Individuals	Residents wishing to book Town facilities or child-minding services
Use	To facilitate contact and tracking of inquiries
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Witness Statement
Location	Abbey Centre
Information	Name, address, telephone number, cellular phone number, signature
Individuals	Facility users who witness incidents within the facility
Use	To facilitate contact, fact gathering and investigation of incidents
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential
Title	Youth Fitness Orientation Waiver (12-13 yrs.)
Location	Abbey Centre
Information	Youth name, date of birth, parent/guardian contact information, emergency contact information, parent/guardian signature
Individuals	Resident youths 12-13 years of age
Use	To facilitate education regarding facility use
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Youth Fitness Orientation Waiver (14-17 yrs.)
Location	Abbey Centre
Information	Youth name, date of birth, parent/guardian contact information, emergency contact information, parent/guardian signature
Individuals	Resident youths 14-17 years of age
Use	To facilitate education regarding facility use
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Youth Fitness Training (12-13 yrs.)
Location	Abbey Centre
Information	Youth name, date of birth, telephone number, cellular phone number, medical conditions, parent/guardian contact information, parent/guardian signature
Individuals	Resident youths 12-13 years of age
Use	To facilitate provision of age-appropriate fitness training/programming
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Youth Fitness Training (14-17 yrs.)
Location	Abbey Centre
Information	Youth name, date of birth, telephone number, cellular phone number, medical conditions, parent/guardian contact information, parent/guardian signature
Individuals	Resident youths 14-17 years of age
Use	To facilitate provision of age-appropriate fitness training/programming
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

CORPORATE SERVICES

Title	Access Request
Location	Office of the Information Governance Coordinator
Information	Name, street address, mailing address, telephone number, fax number, email address, banking information, correspondence, copies of requested records
Individuals	Persons submitting requests for information under the <i>Access to Information Act</i> , or other representatives
Use	To facilitate response to, and processing of, requests to access information
Legal Authority	<i>Access to Information Act; Protection of Privacy Act</i> , Section 4(c); Access to Information Bylaw
Security Classification	Confidential

Title	Accounts Receivable Database (Animal License Billing)
Location	Finance
Information	Name, address, home telephone number, work telephone number
Individuals	Residents who have applied for an animal license
Use	To facilitate contact and collection of fees owed for licensing of household animals
Legal Authority	<i>Municipal Government Act</i> , Sections 7 & 8; <i>Protection of Privacy Act</i> , Section 4(c); Animal Control Bylaw 1148/12
Security Classification	Internal

Title	Accounts Receivable (Business License Billing)
Location	Finance
Information	Business name, address, telephone number
Individuals	Companies that are located, or conduct business, in the town of Blackfalds
Use	To facilitate contact and collection of fees owed for licensing of businesses
Legal Authority	<i>Municipal Government Act</i> , Sections 7 & 8; <i>Protection of Privacy Act</i> , Section 4(c); Business License Bylaw 1109/10
Security Classification	Internal

Title	Animal License Application
Location	Finance
Information	Name, street address, mailing address, telephone number, email address
Individuals	Residents who apply for an animal license
Use	To collect information for establishment of customer account in Accounts Receivable Database (Animal License Billing)
Legal Authority	<i>Municipal Government Act</i> , Sections 7 & 8; <i>Protection of Privacy Act</i> , Section 4(c); Animal Control Bylaw 1148/12
Security Classification	Internal

Title	Assessment Roll
Location	Finance, Town of Blackfalds website
Information	Street address, legal land description, tax roll number, assessment value
Individuals	Citizens who own property(s) in the town of Blackfalds
Use	To help determine the typical market value of properties in the Town of Blackfalds
Legal Authority	<i>Municipal Government Act</i> , Sections 302(1) & 303; <i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Public

Title	Burial Application & Permit
Location	Finance
Information	Name of decedent, date of death, applicant's name, address, telephone number, email address, signature
Individuals	Applicants; decedents' next of kin
Use	To authorize burial at the Town of Blackfalds cemetery
Legal Authority	<i>Cemeteries Act</i> ; <i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Burial Plot Application
Location	Finance
Information	Name, address, telephone number, email address, signature
Individuals	Applicants; decedents' next of kin
Use	To facilitate assignment of plots at the Town of Blackfalds cemetery
Legal Authority	<i>Cemeteries Act</i> ; <i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Cheque Pick Up List
Location	Finance
Information	Paid to name, pick up name, initial/signature, drivers license number
Individuals	Vendors or residents that are paid for provision of goods and/or services; Town employees
Use	To facilitate tracking of cheques issued by the Town of Blackfalds
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Cheque Requisition
Location	Finance
Information	Name, address, telephone number
Individuals	Vendors or residents that are paid for provision of goods and/or services
Use	To facilitate production of manual payment (cheques)
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Corporate Property (Real Estate)
Location	Finance
Information	Name, address, telephone number, fax number, financial information, signature
Individuals	Parties involved in the sale or purchase of Town owned properties
Use	To process the sale or purchase of properties by the Town
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Corporate Sponsorship Contract (Copy)
Location	Finance
Information	Name, spousal name, address, telephone number
Individuals	Residents or companies that are located, or conduct business, in the town of Blackfalds
Use	To facilitate contact and billing of corporate sponsors
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Customer Account Database
Location	Finance
Information	Name, spousal name, address, telephone number
Individuals	Residents or companies that are located, or conduct business, in the town of Blackfalds
Use	To facilitate Accounts Receivable administration
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	EFT Form
Location	Finance
Information	Name, address, title/position, telephone number, email address, banking information, signature
Individuals	Vendors or residents that are paid for provision of goods and/or services
Use	To facilitate payment of vendors and/or residents
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Employee Payroll File
Location	Payroll
Information	Name, email address, social insurance number, signature
Individuals	Employees of the Town of Blackfalds
Use	To facilitate tracking of special requests that fall outside of HRISMyWay and the Payroll Database
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Expense Claim
Location	Finance
Information	Name, mailing address, title/position, signature
Individuals	Employees of the Town of Blackfalds
Use	To facilitate reimbursement of expenses incurred by Town employees
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Food Cyclor Program (Pilot)
Location	Finance
Information	Name, address, telephone number, cellular phone number, email address
Individuals	Residents who participated in the Food Cyclor Pilot Program
Use	To facilitate contact and invoicing
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	HRISMyWay
Location	Payroll
Information	Name, Employee ID, email address, T4, earnings, deductions
Individuals	Employees of the Town of Blackfalds
Use	To facilitate time reporting for Town employees
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Insurance Claim
Location	Finance
Information	Name, address, telephone number, email address, claim details, photographs, witness statements, claim and file numbers, property/vehicle details, license plate numbers
Individuals	Claimants; third parties; witnesses
Use	To facilitate administration of the Town's insurance program
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Invoicing File
Location	Finance
Information	Name, mailing address, amount(s) owed
Individuals	Residents or companies that are located, or conduct business, in the town of Blackfalds
Use	To facilitate tracking of invoices sent to collect funds owing to the Town
Legal Authority	<i>Municipal Government Act</i> , Sections 7 & 8; <i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Land Title
Location	Finance
Information	Name, address, legal land description, payment information, faith declaration, signature
Individuals	Citizens who own commercial or residential property(s) in the town of Blackfalds
Use	To facilitate collection of property taxes
Legal Authority	<i>Municipal Government Act</i> , Sections 328 & 329; <i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Public

Title	Lease Agreement
Location	Finance
Information	Name, address, telephone number, fax number, rate, term, signature
Individuals	Companies that are located, or conduct business, in the town of Blackfalds
Use	To facilitate contact and billing for leased properties
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Monument Application & Permit
Location	Finance
Information	Name of decedent, applicant's name, address, telephone number, signature, name of requesting company, address, telephone number, name of representative, signature of representative, name of installer, address, telephone number, signature of installer
Individuals	Plot owners; funeral services; monument installers
Use	To facilitate installation of monuments at the Town of Blackfalds cemetery
Legal Authority	<i>Cemeteries Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential
Title	Payroll Database
Location	Payroll
Information	Name, Employee ID, address, email address, telephone number, date of birth, social insurance number, current/historical salary, earnings, deductions, time off entitlement, benefits, banking information, income tax information
Individuals	Employees of the Town of Blackfalds
Use	To facilitate the administration of payroll for Town of Blackfalds employees
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential
Title	Property Assessment Complaint File
Location	Finance
Information	Name, address, legal land description, telephone number, fax number, email address, assessment value, complaint details, signature
Individuals	Citizens who own commercial or residential property(s) in the town of Blackfalds
Use	To facilitate processing of appeals against property assessments
Legal Authority	<i>Municipal Government Act, Section 460; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Summary of Credit Card Transactions
Location	Finance
Information	Name, signature, transaction details
Individuals	Employees of the Town of Blackfalds
Use	To facilitate reconciliation of credit card expenses
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Taxation PAD Agreement
Location	Finance
Information	Name, address, tax roll number, telephone number, banking information, signature
Individuals	Citizens who own commercial or residential property(s) in the town of Blackfalds
Use	To set up pre-authorized payment for property taxes
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential
Title	Tax Roll Database
Location	Finance
Information	Name, address, telephone number, tax roll number, land title information
Individuals	Citizens who own commercial or residential property(s) in the town of Blackfalds
Use	To facilitate production of the annual assessment roll for the Town of Blackfalds and to facilitate production of tax notices for property owners
Legal Authority	<i>Municipal Government Act, Sections 328 & 329; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Utility Account Maintenance (Move in/Move Out)
Location	Finance
Information	Name, address, telephone number
Individuals	Utility customers (property owners or tenants)
Use	To establish or terminate utility services and update the Utility Database
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Utility Database
Location	Finance
Information	Name, address, telephone number, email address, Customer ID, historical data
Individuals	Utility customers (property owners or tenants)
Use	To facilitate contact and billing for utility services
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Utility PAD Agreement
Location	Finance
Information	Name, address, account number, telephone number, banking information, signature
Individuals	Utility customers (property owners or tenants)
Use	To set up pre-authorized payment for utility services
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Vendor Account Maintenance
Location	Finance
Information	Name, address, telephone number, fax number, email address, banking information
Individuals	Vendors or residents that are paid for provision of goods and/or services
Use	To facilitate payment of vendors and/or residents
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Vendor File
Location	Finance
Information	Name, address, telephone number
Individuals	Vendors or residents that are paid for provision of goods and/or services
Use	To facilitate Accounts Payable administration
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Visitor Log
Location	Reception
Information	Name, staff contact, time in/out, initials
Individuals	Civic Centre visitors that have a requirement to pass beyond the reception area
Use	To facilitate tracking of visitor passes in the event of an evacuation or emergency
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

ECONOMIC DEVELOPMENT

Title	Business License Application
Location	Economic Development
Information	Operating name, name, address, telephone number, email address, website, business license number, signature
Individuals	Persons or businesses that wish to conduct business within the town of Blackfalds
Use	To facilitate contact, tracking and production of the Business License Database
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Business License Database
Location	Economic Development
Information	Operating name, name, address, telephone number, website, email address
Individuals	Owners and managers of organizations that conduct business within the town of Blackfalds
Use	To facilitate contact, tracking and generation of demographic data
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Email Correspondence
Location	Economic Development
Information	Name, address, telephone number, third party contact information, land details, property values
Individuals	Entrepreneurs and/or business owners looking to conduct business within the town of Blackfalds
Use	To facilitate contact and tracking
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

EMERGENCY MANAGEMENT & PROTECTIVE SERVICES

Title	Bike Safety Rodeo Registration Form
Location	Municipal Enforcement
Information	Participant name, address, telephone number, cellular phone number, email address, medical conditions, date of birth, emergency contact information, parent/guardian name, signature
Individuals	Program participants; parents/guardians
Use	To facilitate enrollment in the Bike Safety Rodeo
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Call Sheets
Location	Fire Department
Information	Name, address, telephone number, cellular phone number
Individuals	Residents, home or business owners who have required response by the Fire Department
Use	To facilitate timely response, tracking and reporting
Legal Authority	<i>Protection of Privacy Act, Section 4(c); Safety Codes Act; Fire Protection Bylaw 1187.15</i>
Security Classification	Confidential
Title	Community Peace Officer (CPO) Notebooks
Location	Municipal Enforcement
Information	Name, address, telephone number, cellular phone number, date of birth, physical characteristics, drivers license number, license plate number, vehicle particulars, Vehicle Identification Number (VIN)
Individuals	Property owners; drivers; passengers; complainants; witnesses; accused parties
Use	To facilitate recollection, establish identification of accused parties and to support court processes
Legal Authority	<i>Protection of Privacy Act, Section 4(c); Municipal Emergency Management Bylaw 1252.20; Peace Officer Act; Peace Officer Ministerial Regulation, Sections 14-16; Traffic Safety Act; Traffic Bylaw 1232.19; Transportation of Dangerous Goods Act; Commercial Vehicle Safety Regulation</i>
Security Classification	Restricted

Title	Drivers Abstracts
Location	Fire Department
Information	Name, address, drivers license number
Individuals	Volunteer firefighters; employees of the Town of Blackfalds
Use	To ensure compliance with Administrative Policy AP-063.24
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Commercial Vehicle Safety Regulation; Administrative Policy AP-063.24
Security Classification	Confidential

Title	Firefighter Contact List
Location	Fire Department
Information	Name, telephone number, cellular phone number, email address
Individuals	Fire Chief; Deputy Fire Chief; volunteer firefighters
Use	To facilitate contact
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Fire Inspections
Location	Fire Department
Information	Name, business address, business telephone number, owner contact information
Individuals	Businesses where inspections occur
Use	To ensure and document compliance with established fire safety regulations
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); <i>Safety Codes Act</i> ; Quality Management Plan
Security Classification	Internal

Title	Fire Permits
Location	Fire Department
Information	Name, address, legal land description, telephone number, cellular phone number
Individuals	Residents and/or companies who receive authorization for fire use
Use	To document approval for fires on properties within the town
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); <i>Safety Codes Act</i> ; Fire Protection Bylaw 1187.15
Security Classification	Internal

Title	First Due Software Platform
Location Information	Fire Department Name, address, legal land description, telephone number, cellular phone number, witness contact information, insurance details, drivers license number
Individuals	Residents, home or business owners who have required response by the Fire Department
Use	To facilitate billing of fire services
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); <i>Safety Codes Act</i> ; Fire Protection Bylaw 1187.15
Security Classification	Confidential
Title	Form 1244
Location Information	Fire Department Name, address, legal land description, telephone number, cellular phone number, witness contact information, insurance details, drivers license number
Individuals	Residents, home or business owners who have required response by the Fire Department
Use	To facilitate mandated incident reporting to the Government of Alberta
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); <i>Safety Codes Act</i> ; Fire Protection Bylaw 1187.15
Security Classification	Confidential
Title	Incident Reports
Location Information	Fire Department Name, address, legal land description, telephone number, cellular phone number, insurance details, drivers license number
Individuals	Residents, home or business owners who have required response by the Fire Department
Use	To document events that require response by the Fire Department
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); <i>Safety Codes Act</i> ; Fire Protection Bylaw 1187.15
Security Classification	Confidential
Title	Public Complaints
Location Information	Municipal Enforcement Name, address, telephone number, cellular phone number, email address, officer name(s)
Individuals	Residents who register complaints against a Community Peace Officer
Use	To facilitate contact, follow-up and mandated reporting to the Solicitor General
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Municipal Emergency Management Bylaw 1252.20; <i>Peace Officer Act</i> ; Peace Officer Ministerial Regulation, Sections 14-16
Security Classification	Confidential

Title	Report Exec Database
Location	Municipal Enforcement
Information	Name, address, telephone number, cellular phone number, email address, date of birth, age, race, gender, physical characteristics, spousal information, drivers license number, license plate number, vehicle particulars, Vehicle Identification Number (VIN), witness information
Individuals	Property owners; drivers; passengers; complainants; witnesses; accused parties
Use	To facilitate contact, incident reporting and tracking
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Municipal Emergency Management Bylaw 1252.20; <i>Peace Officer Act</i> ; Peace Officer Ministerial Regulation, Sections 14-16; <i>Traffic Safety Act</i> ; Traffic Bylaw 1232.19; <i>Transportation of Dangerous Goods Act</i> ; Commercial Vehicle Safety Regulation
Security Classification	Restricted

Title	Smart Squad Application
Location	Municipal Enforcement
Information	Name, address, telephone number, cellular phone number, date of birth, drivers license number, license plate number, vehicle particulars, Vehicle Identification Number (VIN), address of occurrence
Individuals	Property owners; drivers; passengers; complainants; witnesses; accused parties
Use	To facilitate contact and issuance of warnings and violation tickets
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Municipal Emergency Management Bylaw 1252.20; <i>Peace Officer Act</i> ; Peace Officer Ministerial Regulation, Sections 14-16; <i>Traffic Safety Act</i> ; Traffic Bylaw 1232.19; <i>Transportation of Dangerous Goods Act</i> ; commercial Vehicle Safety Regulation
Security Classification	Restricted

Title	Vehicle Seizure File
Location	Municipal Enforcement
Information	Name, license plate number, vehicle particulars, Vehicle Identification Number (VIN)
Individuals	Residents who have vehicles towed and/or impounded
Use	To facilitate contact and follow-up
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Vehicle Seizure and Removal Regulation
Security Classification	Restricted

Title	Video Footage (Enforcement)
Location	Municipal Enforcement
Information	Images, voice recordings
Individuals	Accused parties; complainants; witnesses; passers by; Community Peace Officers
Use	To facilitate officer and public safety and to serve in gathering of evidence
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Municipal Emergency Management Bylaw 1252.20; <i>Peace Officer Act</i> ; Peace Officer Ministerial Regulation, Sections 14-16; <i>Traffic Safety Act</i> ; Traffic Bylaw 1232.19; <i>Transportation of Dangerous Goods Act</i> ; commercial Vehicle Safety Regulation
Security Classification	Restricted

Title	Video Footage (Fire)
Location	Fire Department
Information	Images; voice recordings
Individuals	Affected parties; witnesses; passers by; firefighters
Use	To facilitate firefighter and public safety and to serve in documenting department response
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); Fire Protection Bylaw 1187.15; Safety Codes Act; Occupational Health and Safety Act; Dangerous Goods Act
Security Classification	Confidential

**FAMILY
&
COMMUNITY
SUPPORT SERVICES
(FCSS)**

Title	Abbey Centre Membership Assistance Program (ACMAP)
Location	Family & Community Support Services
Information	Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals	Program participants; parents/guardians
Use	To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Back to School Program
Location	Family & Community Support Services
Information	Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals	Program participants; parents/guardians
Use	To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Blackfalds Youth Crew Registration Form
Location	Family & Community Support Services
Information	Name, date of birth, school information, gender, allergies, medical conditions, parent and emergency contact information
Individuals	Program participants; parents/guardians
Use	To facilitate contact, tracking and program participation
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Blackfalds Youth Crew Offsite Trip Form
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, date of birth, email address, allergies, medical conditions, emergency contacts
Individuals	Program participants; parents/guardians
Use	To facilitate contact, program administration and to act as a reference document during offsite trips
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	BOLT Transit Ticket Information
Location	Family & Community Support Services
Information	Name, date, reason for ticket request
Individuals	Citizens in need of access to the BOLT transit system
Use	To facilitate tracking of issued passes (maximum 2 per month)
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Charitable Donation Request Receipts (Winter Warmth Fundraiser)
Location	Family & Community Support Services
Information	Name, address
Individuals	Event attendees who request charitable donation receipts
Use	To facilitate issuance of charitable donation receipts
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Christmas Bureau Program
Location	Family & Community Support Services
Information	Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals	Program participants; parents/guardians
Use	To facilitate contact, tracking, program administration and to determine program eligibility
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Criminal Record Check
Location	Family & Community Support Services
Information	Name, address, date of birth, gender
Individuals	Citizens wishing to fill volunteer positions
Use	To facilitate screening of volunteer applicants
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Fireworks Certificate Database
Location	Family & Community Support Services
Information	Name, certificate details
Individuals	Citizens who volunteer to serve on the Town of Blackfalds Pyro Crew
Use	To facilitate screening of volunteer applicants
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Food Bank Form
Location	Family & Community Support Services
Information	Name, address, telephone number, email address, dependent health care number(s)
Individuals	Residents wishing to utilize services offered by the Blackfalds Food Bank
Use	To facilitate contact and registration for services
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Fresh Air Art
Location	Family & Community Support Services
Information	Name, telephone number, cellular phone number, email address, allergies, medical conditions, date of birth, parent and emergency contact information
Individuals	Program participants; parents/guardians
Use	To facilitate contact and program administration
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Good Food Box Information
Location	Family & Community Support Services
Information	Name, telephone number
Individuals	Citizens who wish to purchase, sponsor, or receive a Good Food Box
Use	To facilitate contact and issue program reminders
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Reference Check
Location	Family & Community Support Services
Information	Name, telephone number, reference questions and comments
Individuals	Citizens wishing to fill volunteer positions and those providing reference information
Use	To facilitate screening of volunteer applicants
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Resident Application Form
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address, emergency contact, signature
Individuals	Residents wishing to participate in the Snow Angel program
Use	To facilitate contact and placement of volunteers
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	RSVP List – Seniors, Multi-Cultural and Family Programming
Location	Family & Community Support Services
Information	Name, telephone number, email address
Individuals	Residents who wish to participate or receive program information
Use	To facilitate contact, program registration and issuance of program information
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Snow Angel Database
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address
Individuals	Citizens assigned to fill volunteer positions and residents requiring snow removal
Use	To facilitate contact and tracking
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Snow Angel Program Volunteer Tracking Information
Location	Family & Community Support Services
Information	Name, telephone number, assigned resident name, assigned resident telephone number
Individuals	Citizens who serve as volunteers for the Snow Angel program
Use	To facilitate contact and tracking
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Volunteer Application Database
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address, allergies, media consent, correspondence, areas of interest
Individuals	Citizens wishing to fill volunteer positions
Use	To facilitate contact, tracking, and placement of volunteers
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Volunteer Application Form
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address, date of birth, emergency contacts, allergies, signature, media consent, areas of interest, time available, past/present volunteer activity, references, correspondence
Individuals	Residents wishing to fill volunteer positions
Use	To facilitate contact, screening, and placement of volunteers
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Volunteer Award Address of Nominee Database
Location	Family & Community Support Services
Information	Name, address, email address
Individuals	Volunteer award nominators; award nominees
Use	To facilitate contact, issuance of letters from Council, and tracking of attendance for recognition events
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Volunteer Award Nomination Database
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address, signature, media consent, relationship to nominee
Individuals	Volunteer award nominators; award nominees
Use	To facilitate evaluation and selection of award winners
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Volunteer Database
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address, volunteer hours completed
Individuals	Citizens who serve as volunteers
Use	To facilitate contact and tracking
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Volunteer Newsletter Database
Location	Family & Community Support Services
Information	Name, email address
Individuals	Citizens who register for the FCSS Volunteer Newsletter
Use	To facilitate access to the FCSS Volunteer Newsletter
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Volunteer Sign-up Database
Location	Family & Community Support Services
Information	Name, address, telephone number, cellular phone number, email address, allergies, media consent, volunteer activity
Individuals	Residents who serve as volunteers
Use	To facilitate tracking of volunteer opportunities and hours completed as well as to act as a reference document during events
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Winter Coat Program
Location	Family & Community Support Services
Information	Name, address, telephone number, email address, date of birth, family composition, signature, proof of income, health care number(s)
Individuals	Program participants; parents/guardians
Use	To facilitate contact, tracking, program administration, and to determine program eligibility
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

Title	Youth Night Out
Location	Family & Community Support Services
Information	Name, telephone number, cellular phone number, email address, allergies, medical conditions, date of birth, parent and emergency contact information
Individuals	Program participants; parents/guardians
Use	To facilitate contact and program administration
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential

HUMAN RESOURCES

Title	AUMA Benefit Enrollment Form
Location	Human Resources
Information	Name, address, telephone number, Green Shield ID number, date of birth, coverage information, costs, taxable benefits, beneficiary information
Individuals	Current and former employees of the Town of Blackfalds
Use	To facilitate transition of benefit coverage to Green Shield (through AUMA)
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential
Title	Employee File
Location	Human Resources
Information	Name, employee number, mailing address, telephone number, date of birth, social insurance number, resume, references, offer letter, salary information, performance reviews, disciplinary information, training records, benefit and beneficiary information, pension records, next of kin/emergency contact(s), drivers abstract, criminal record check, vulnerable sector check, termination information
Individuals	Employees of the Town of Blackfalds
Use	To facilitate recordkeeping for the lifecycle of current and former employees of the Town of Blackfalds
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Confidential
Title	Employee Medical File
Location	Human Resources
Information	Name, address, employee number, date of birth, Alberta health care number, salary information, medical reports, Workers Compensation Board documentation, return to work plans, limitations, restrictions, short-term and long-term disability information, ergonomic assessments, benefit coverage details, audiometric test results, correspondence
Individuals	Employees of the Town of Blackfalds
Use	To facilitate contact with insurance/service providers and support of employees who experience medical issues
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c); <i>Workers' Compensation Act</i> ; <i>Occupational Health and Safety Act</i>
Security Classification	Restricted

Title	Investigation File
Location	Human Resources
Information	Name, title, address, signature, interview notes, confidentiality agreement
Individuals	Employees of the Town of Blackfalds; third parties (complainants, respondents, witnesses)
Use	To facilitate resolution of incidents or concerns that involve employees of the Town of Blackfalds
Legal Authority	<i>Protection of Privacy Act, Section 4(c); Workers' Compensation Act; Occupational Health and Safety Act</i>
Security Classification	Restricted

Title	Recruitment File
Location	Human Resources
Information	Name, address, telephone number, email address, resume, reference information, interview guides, correspondence
Individuals	Citizens who apply for employment with the Town of Blackfalds
Use	To facilitate hiring of new staff and fulfillment of the Town's staff complement
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

Title	Trakstar Perform Application
Location	Human Resources
Information	Name, title, employee number, email address, reporting structure, performance reviews, notes
Individuals	Employees of the Town of Blackfalds
Use	To facilitate the appraisal and monitoring of employee job performance
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Confidential

INFRASTRUCTURE & PROPERTY SERVICES

Title	Alarm Permit Database
Location	Planning & Development
Information	Name, address, legal land description, permit number
Individuals	Residents and/or businesses who apply for an alarm system permit
Use	To facilitate contact, tracking, and issuance of alarm permits
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Citizen Request Portal
Location	Public Works
Information	Name, address, email address, telephone number, location (address of issue)
Individuals	Residents who express infrastructure-related concerns regarding various, non-emergency items within the Town of Blackfalds
Use	To facilitate contact and resolve concerns
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Commercial / Individual Mailing List
Location	Planning & Development
Information	Name, address, property address
Individuals	Citizens who own commercial or residential property(s) in the town of Blackfalds
Use	To facilitate contact and issuance of correspondence
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Compliance Letter
Location	Planning & Development
Information	Address, legal land description
Individuals	Citizens who own commercial or residential property(s) that are granted concessions in regard to conditions set out in the Land Use Bylaw
Use	To facilitate compliance with the Land Use Bylaw
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Land Use Bylaw</i>
Security Classification	Internal

Title	Development Register
Location	Planning & Development
Information	Name, address, legal land description, zoning, development details
Individuals	Citizens and/or property owners who have applied for a Building Permit or Development Permit
Use	To facilitate contact, tracking and issuance of permits
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Land Use Bylaw</i>
Security Classification	Internal

Title	Enforcement Letter
Location	Planning & Development
Information	Name, address, legal land description, permit number(s)
Individuals	Citizens and/or property owners who are in violation of Town of Blackfalds bylaws
Use	To facilitate correction of bylaw violations and ensure compliance
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); bylaws</i>
Security Classification	Internal

Title	False Alarm Notification Letter
Location	Planning & Development
Information	Name, address, legal land description
Individuals	Citizens and/or property owners who are in violation of the Town's False Alarm Bylaw
Use	To facilitate correction of bylaw violations and ensure compliance
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); False Alarm Bylaw</i>
Security Classification	Internal

Title	Property File Database
Location	Planning & Development
Information	Name, address, legal land description, real property reports, caveats, land titles, permits, compliance letters, enforcement letters
Individuals	Present and past owners of specific property(s) within the town of Blackfalds
Use	To facilitate documentation of property history and provide record of ownership
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Property File
Location	Planning & Development
Information	Name, address, legal land description, real property reports, caveats, land titles, permits, compliance letters, enforcement letters
Individuals	Present and past owners of specific property(s) within the town of Blackfalds
Use	To facilitate documentation of property history and provide record of ownership
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Property Search Requests
Location	Planning & Development
Information	Name, address, legal land description, telephone number, cellular phone number, email address
Individuals	Owners of specific property(s) within the town of Blackfalds or their agents
Use	To facilitate contact, payment of related fees, and fulfill requests
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Solid Waste Concern Database
Location	Public Works
Information	Name, address, telephone number, cellular phone number, email address
Individuals	Residents who express concerns with solid waste and/or recycling services within the town of Blackfalds
Use	To facilitate contact and resolution of concerns
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Solid Waste Management Bylaw</i>
Security Classification	Internal
Title	Taxi License File
Location	Planning & Development
Information	Name, address, telephone number, cellular phone number, drivers license, license class, drivers abstract, criminal record check, vulnerable sector check, date of birth, signature
Individuals	Persons who apply for a taxi license in the town of Blackfalds
Use	To facilitate contact and issuance of taxi licenses
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Taxi Bylaw</i>
Security Classification	Confidential

Title	Urban Hen Program
Location	Planning & Development
Information	Name, address, legal land description, telephone number, cellular phone number, email address, Premises ID#, temporary caregiver contact information
Individuals	Residents who participate in the Urban Hen Program
Use	To facilitate contact, tracking, and statistical reporting
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Visitor Log
Location	Planning & Development
Information	Name, staff contact, time in/out, initials
Individuals	Visitors to the Planning & Development department that have a requirement to pass beyond the front counter
Use	To facilitate tracking of visitors in the event of an evacuation or emergency
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

MARKETING & COMMUNICATIONS

Title	Blackfalds Connect
Location	Marketing & Communications
Information	Name, address, telephone number, cellular phone number, email address
Individuals	Residents wishing to receive push notifications
Use	To facilitate contact and distribution of push notifications
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Community Garden Plot Repository
Location	Marketing & Communications
Information	Name, address, telephone number, email address, payment information, signature
Individuals	Residents wishing to participate in the Town’s Community Garden Program
Use	To facilitate contact and program registration
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Constant Contact Application
Location	Marketing & Communications
Information	Name, address, telephone number, email address, date of birth, company name, title, website
Individuals	General public; stakeholders; volunteers; employees of the Town of Blackfalds
Use	To facilitate contact, engagement and issuance of newsletters and promotional materials
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Electronic Signage Advertising Applications
Location	Marketing & Communications
Information	Name, telephone number, cellular phone number, email address
Individuals	Residents and/or organizations wishing to advertise on the Town’s electronic signs
Use	To facilitate contact
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Security Identification Card Spreadsheet
Location	Marketing & Communications
Information	Name, title
Individuals	Employees of the Town of Blackfalds
Use	To facilitate issuance of Town of Blackfalds employee identification
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Subscribers List
Location	Marketing & Communications
Information	Name, email address
Individuals	Newsletter subscribers
Use	To facilitate contact
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

LEGISLATIVE SERVICES

Title	Board/Committee Online Form
Location	Legislative Services
Information	Name, address, telephone number, cellular phone number, email address, area of interest, order of preference, reference comments
Individuals	Citizens who express an interest in serving on a board or committee
Use	To facilitate contact, tracking and placement of board/committee members
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Board/Committee Database
Location	Legislative Services
Information	
Individuals	Citizens who express an interest in serving on a board or committee
Use	To facilitate contact, tracking and placement of board/committee members
Legal Authority	<i>Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Campaign Disclosure Statement & Financial Statement
Location	Office of the Chief Administrative Officer
Information	Name, address, contribution information, campaign revenue and expenditures, signature
Individuals	Candidates who participate in municipal elections and campaign contributors
Use	To facilitate tracking of campaign revenue and expenditures
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Election Act</i>
Security Classification	Confidential

Title	Delegation Application
Location	Legislative Services
Information	Name, address, telephone number, cellular phone number, email address, presentation details
Individuals	Citizens who wish to speak/present at Regular Meetings of Council
Use	To facilitate contact and tracking of delegates
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal

Title	Inviting Mayor/Council to an Event
Location	Legislative Services
Information	Name, telephone number, cellular phone number, email address, event details, background information
Individuals	Individuals, organizations or municipalities wishing to invite the Mayor and/or Council members to events
Use	To facilitate contact and event tracking
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Mayor for a Day Initiative
Location	Office of the Chief Administrative Officer
Information	Name, address, telephone number, cellular phone number, age, teacher's name and email address, guardian's name and signature
Individuals	Students who apply to be Mayor for a Day
Use	To facilitate contact and participant tracking
Legal Authority	<i>Protection of Privacy Act</i> , Section 4(c)
Security Classification	Internal

Title	Nomination and Candidate Acceptance – Mayor
Location	Office of the Chief Administrative Officer
Information	Name, address, email address, signature
Individuals	Candidates nominated to run for Mayor; electors
Use	To facilitate the official nomination process for mayoral candidates
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act</i> , Section 4(c); <i>Election Act</i>
Security Classification	Internal

Title	Nomination and Candidate Acceptance – Council
Location	Office of the Chief Administrative Officer
Information	Name, address, email address, signature
Individuals	Candidates nominated to run for Municipal Council; electors
Use	To facilitate the official nomination process for Municipal Council
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act</i> , Section 4(c); <i>Election Act</i>
Security Classification	Internal

Title	Notice of Intent to Become a Candidate
Location	Office of the Chief Administrative Officer
Information	Name, address, banking information, signature
Individuals	Candidates nominated to run for Municipal Council
Use	To facilitate designation of official candidates for Mayor and/or Municipal Council
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Election Act</i>
Security Classification	Confidential
Title	Petitions
Location	Legislative Services
Information	Name, address, telephone number, cellular phone number, email address, signature, petition details (for or against), affidavit of execution
Individuals	Citizens who wish to register support for, or opposition to, a specific matter or issue
Use	To facilitate petition validation and processing
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Internal
Title	Public Hearing Submissions
Location	Legislative Services
Information	Name, address, telephone number, cellular phone number, email address, submission details (for or against)
Individuals	Citizens wishing to express concern(s) regarding a specific matter or issue presented for public hearing
Use	To facilitate contact, tracking and generation of the official record
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c)</i>
Security Classification	Public
Title	Release of Candidate Information
Location	Office of the Chief Administrative Officer
Information	Name, cellular phone number, email address, website address, signature
Individuals	Candidates who have been elected Mayor and/or Municipal Council
Use	To facilitate contact with elected officials
Legal Authority	<i>Municipal Government Act; Protection of Privacy Act, Section 4(c); Election Act</i>
Security Classification	Public