

# Directory of Personal Information Banks

## Alberta Gaming, Liquor and Cannabis Commission

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PIB Number	1
Name	<b>SMART Registrant Contact List</b>
Location	Stakeholder Information Unit
Information Maintained	Name, address, phone number, email address, date of birth, employment information, SMART Registration number, Registered Gaming number (where applicable), certification status
Individuals	SMART Program (online) registrants and certified persons
Use	Tracking individuals who have obtained SMART certification for AGLC Compliance; administration of the SMART program
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	2
Name	<b>Gaming Information (GAIN) Contact List</b>
Location	Stakeholder Information Unit
Information Maintained	May include name, address, phone number, email address, associated charitable organization/AGLC Organization ID (if available), GAIN Registration Online Number
Individuals	GAIN Session Attendees, GAIN Program registrants (online)
Use	Tracking attendees and administration of the GAIN Program
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	3
Name	<b>Anti-Money Laundering Stakeholder List</b>
Location	Investigations Branch
Information Maintained	Name, address, date of birth, occupation, ID number, application username, gambling location, payment information.
Individuals	Casino patron, application users
Use	Compliance with Financial Transactions Analysis Centre of Canada (FINTRAC) for detection, prevention, and deterrence of money laundering and financing of terrorist activities
Legal Authority	<i>Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA), Terrorist Financing Suspicious Transaction Report Regulation, Freedom of Information and Protection of Privacy Act</i>

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PIB Number	4
Name	<b>Regulatory Services Stakeholder List</b>
Location	Regulatory Services Division
Information Maintained	Name, alias, address, email address, marital status, date of birth, gender, citizenship, place of birth, criminal history, employment history, financial information, family information.
Individuals	Employees, shareholders, volunteers, customers, registered and qualified workers, suspects.
Use	Determining eligibility for licenses/registrations, issuing gaming licenses, part of criminal investigations.
Legal Authority	<i>Criminal Code of Canada, Gaming, Liquor and Cannabis Act and Regulation, Freedom of Information and Protection of Privacy Act, Fuel Tax Act, Provincial Administrative Penalties Act, Provincial Offences Procedure Act, Tourism Levy Act, Tobacco Smoking and Vaping Reduction Act, Tobacco Tax Act, Traffic Safety Act</i>
PIB Number	5
Name	<b>BMC Remedy IT Service Management Contract Console</b>
Location	Procurement, Corporate Services
Information Maintained	Name, address, phone numbers, email address, insurance information
Individuals	Vendors and contractors
Use	Maintain contracts for services, goods, & construction for AGLC
Legal Authority	<i>Financial Administration Act, Freedom of Information and Protection of Privacy Act</i>

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PIB Number                    6

Name                            **Information Access Requests**

Location                        Privacy, Records and Information Access, Policy & Program Development

Information Maintained        Name, address, telephone number, correction requests with evidence, fee amounts, correspondence, copies of requested records

Individuals                      Individuals submitting requests under the *Freedom of Information and Protection of Privacy Act*

Use                                Responding to requests to access information, statistics

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

PIB Number                    7

Name                            **Employee Files**

Location                        Human Resources Secure File Storage/HR Secure Electronic Filing

Information Maintained        May include: Name, birth date, gender, Social Insurance Number (SIN), phone numbers, addresses, employment authorization, email address, employee identification number, employment history, performance appraisals, employee relations, attendance records, pay and benefits information, employee development and training, employee assistance, health and life insurance, conflict of interest disclosures, recognition awards, job classification, security clearance, login authentication, other personal data related to employment for active or terminated employees

Individuals                      Alberta Gaming, Liquor and Cannabis Commission employees

Use                                To record employee work history (NOTE: files partitioned to ensure “need-to-know” role-based access only)

Legal Authority                *Public Service Act, Freedom of Information and Protection of Privacy Act*

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PIB Number	8
Name	<b>Human Resources Information System</b>
Location	Human Resources
Information Maintained	Employee information (active and terminated), employee names, SIN, birth dates, gender, addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, performance management, attendance management, employment history, performance appraisals, employee relations, attendance records, pay and benefits information, employee development and training, , employee assistance, health and life insurance, conflict of interest disclosures, recognition awards, job classification, security clearance, login authentication, other personal data related to employment for active or terminated employees.
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Pay, benefits and pension administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	9
Name	<b>Reporting Service</b>
Location	AGLC Applications
Information Maintained	All employee information (active and terminated) including employee names, SIN, birth dates, gender addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, and absence history
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Pay, benefits and pension administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB Number	10
Name	<b>Employee Self-Service</b>
Location	AGLC Online Internal Portal
Information Maintained	All employee information (active and terminated) including employee names, SIN, birth dates, gender addresses, phone numbers, emergency contacts, beneficiaries, salary rates, bank information, work assignment history, and absence history
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Pay, benefits and pension administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	11
Name	<b>Health &amp; Abilities Management</b>
Location	Human Resources Restricted Access (physical, electronic, and email files) Health & Abilities Secure File Storage
Information Maintained	Employee information (active and terminated) including employee names, SIN, health information, medical practitioner notes, leave of absence documentation, claim information, work assessments and restrictions
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Pay, benefits and pension administration
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	12
Name	<b>Labour Relations files</b>
Location	Human Resources Restricted Access (physical, electronic and email files)
Information Maintained	Grievances, Union correspondence on labor relations cases, correspondence with other bodies relevant to the nature of the case (i.e. Employment Standards, Human Rights Commission, etc.)
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees (active and terminated)
Use	Alberta Gaming, Liquor and Cannabis Commission Employee and Union grievances and other relevant hearings or tribunals
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB Number 13

Name **Occupational Health and Safety**

Location Human Resources Restricted Access (physical, electronic and email files) OHS Secure File Storage

Information Maintained Name, nature of injury/near miss, detail of incident, incident reporting, insurance and WCB information

Individuals Alberta Gaming, Liquor and Cannabis Commission employees (active)

Use Administration of workplace injuries, incidents and near misses

Legal Authority *Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act*

PIB Number 14

Name **Human Resources Information System**

Location Human Resources

Information Maintained Name, address, phone number, work history, interview notes, references

Individuals Internal and external candidates who apply for job vacancies with the Alberta Gaming, Liquor and Cannabis Commission

Use AGLC Recruitment

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

PIB Number 15

Name **Human Resources e-mail tracking**

Location Human Resources

Information Maintained May contain information regarding employee benefits, return to work programs, compressed work week information, OHS information, training and development, employee recognition, leave of absence information, benefits, and pension information

Individuals Alberta Gaming, Liquor and Cannabis Commission employees, contractors

Use Administration of Human Resources programs and services

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

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PIB Number	16
Name	<b>Training Lists</b>
Location	Human Resources
Information Maintained	Name, Title, division, training program
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Administration of training programs
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>
PIB Number	17
Name	<b>P-Card Tracking Database</b>
Location	Corporate Services - Finance
Information Maintained	Employee Name, AGLC employee ID, birthday, monthly credit limit, transaction credit limit, expiry date of their corporate MasterCard, the last 4-digits of their Corporate MasterCard, type of purchasing access – International or Canada/US, Status – active or cancelled, listing of cardholders Expenditure Officers, listing of cardholders Alternate Reconcilers
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Administrative Management of Corporate Credit Card
Legal Authority	<i>Financial Administration Act, Freedom of Information and Protection of Privacy Act</i>
PIB Number	18
Name	<b>P-Card Management Database</b>
Location	Corporate Services - Finance
Information Maintained	May contain name, division, branch, employee number, expense types, items purchased, vendor information
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Tracking and reporting of employee expenditures
Legal Authority	<i>Financial Administration Act, Freedom of Information and Protection of Privacy Act</i>

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PIB Number	19
Name	<b>Vehicle Database</b>
Location	Corporate Services
Information Maintained	Client number, Vehicle Identification Number (VIN), license plate, Make/Model/Year of vehicle, Fleet Administrator name, department name, employee names, position, department, traffic violations Tickets: License #, Branch/Division, Unit #, Driver Name (if different from employee who signed out vehicle), Date of Offence, Speeding, Violation, Parking, Ticket/Tag #, Ticket Amount, Due Date, Date Paid
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees (who use company vehicles)
Use	Access fleet information, monitor vehicle use, monitor traffic violations and vehicle recalls
Legal Authority	<i>Motor Vehicles Act, Freedom of Information and Protection of Privacy Act</i>

PIB Number	20
Name	<b>Risk Management &amp; Insurance (RMI) Vehicle Claims</b>
Location	Corporate Services
Information Maintained	Date of accident, employee name, RMI claim number, RMI representative information, third party information, costs, description of events and claims
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees involved in vehicle claims
Use	To track and process claims and OHS information
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	21
Name	<b>Visitor Log</b>
Location	Corporate Services
Information Maintained	Date, name, vehicle type, tag #, arrival time, departure time, reason for visit
Individuals	Guests of the Alberta Gaming, Liquor and Cannabis Commission
Use	Safety
Legal Authority	<i>Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act</i>



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PIB Number	22
Name	<b>Action Request Tracking System (ARTS)</b>
Location	Various areas of AGLC; electronic records of final copies since August 2020 are kept by the Executive Correspondence Unit (Policy & Public Affairs).
Information Maintained	May include name, address, telephone number, email address, and/or other personal information submitted by the originator at the time of the request
Individuals	Any individual making a request for information or a response from the AGLC Board Chair or CEO, or to the Premier, Minister of Service Alberta and Red Tape Reduction, or other provincial elected official – regarding AGLC business for which AGLC has been asked to provide input or a draft response
Use	To manage inquiry responses
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	23
Name	<b>Player Services Prize Payout Files</b>
Location	St. Albert and Calgary Prize Payout Offices
Information Maintained	Name, birth date, address, telephone numbers, email address, family affiliation to lottery organization (if any), lottery retail employment history (if any), photo ID
Individuals	Lottery Prize Winners
Use	Determine eligibility, track lottery prize winners
Legal Authority	<i>Gaming, Liquor and Cannabis Act, Freedom of Information and Protection of Privacy Act</i>

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PIB Number 24

Name **Customer Care South Clientele/Retailer Database**

Location Business Development Office, Customer Care South - Clientele System (Call Center)

Information Maintained May include location, address, phone number, signatories, on-site contact information, issue history ("Ticket" Info), Progressive Jackpot winner information (name, phone number, driver's licenses number)

Individuals Complainants, Jackpot winners, Operators

Use Complaint resolution, winner eligibility, communications

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

PIB Number 25

Name **External Warehouse Administrators database**

Location Liquor Services

Information Maintained May include names, contact information, position title, location, license type

Individuals External warehouse key employees and directors

Use Administration of external warehouse contacts

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

PIB Number 26

Name **Class E Licensee Stakeholder List**

Location Liquor Services

Information Maintained May include name, contact information, address, telephone numbers, business location

Individuals Class E Licensees

Use Administration of licensee program

Legal Authority *Gaming, Liquor and Cannabis Act, Freedom of Information and Protection of Privacy Act*

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PIB Number	27
Name	<b>Agency Volume Forecast Database</b>
Location	Liquor Services
Information Maintained	May include name, address, email, fax number, telephone numbers
Individuals	Liquor Agency employees
Use	Manage warehouse capacity and demand
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	28
Name	<b>Active Agency List</b>
Location	Liquor Services
Information Maintained	May include agency name, address, and contact information including the agencies' representative name, email and the Liquor Licensing System number assigned to the agency.
Individuals	Liquor Agency employees
Use	Maintenance of active registered agencies
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	29
Name	<b>Business Continuity Program</b>
Location	Health & Wellness, Human Resources
Information Maintained	May include name, contact information, title, personal contact information, including email address, home address and home phone number.
Individuals	Employees, external stakeholders, vendors
Use	Required for communications during crisis/emergency situations.
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

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PIB Number	30
Name	<b>AGLC Parking Database</b>
Location	Properties
Information Maintained	May include employee name, phone number, division, supervisor name
Individuals	Alberta Gaming, Liquor and Cannabis Commission employees
Use	Enforcement of parking policy
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	31
Name	<b>Retailer Banking Database</b>
Location	Corporate Services - Finance
Information Maintained	May contain name, address, phone number, email address, banking information, financial information
Individuals	Retailers
Use	To facilitate payments and credit evaluations
Legal Authority	<i>Freedom of Information and Protection of Privacy Act</i>

PIB Number	32
Name	<b>Winners Database</b>
Location	Corporate Services - Finance
Information Maintained	Name, JDE AB number, address, phone
Individuals	Expired Tickets Claimants
Use	To validate wins and disbursements
Legal Authority	<i>Gaming, Liquor and Cannabis Act, Freedom of Information and Protection of Privacy Act</i>

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

PIB Number 34  
Name **Manufacturers Distribution List**  
Location Liquor Revenue  
Information Maintained Name, business and personal email addresses  
Individuals Class E Manufacturers  
Use General Communications  
Legal Authority *Freedom of Information and Protection of Privacy Act*

PIB Number 35  
Name **Audit Files**  
Location Internal Audit Secure Storage  
Information Maintained Names, employee numbers, licensed gaming worker registration number, address  
Individuals Employees and Registered Gaming Workers  
Use Internal Audits  
Legal Authority *Freedom of Information and Protection of Privacy Act*

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PIB Number 36

Name **Self-Exclusion Program Database**

Location Policy and Public Affairs Division

Information Maintained Name, address, date of birth, telephone number, email address, information relating to self-exclusion (personal details as provided on a case-by-case basis), height, weight, eye color, hair color

Individuals Patrons (previously or currently) enrolled in the Self-Exclusion Program

Use To administer Self-Exclusion program

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

PIB Number 37

Name **Winner's Edge Player Database**

Location Gaming & Cannabis Unit

Information Maintained Name, address, date of birth, telephone number, email address, information relating to self-exclusion (personal details as provided on a case-by-case basis), gender, account number, amount and type of gameplay, applicable play limits, time/date/location of play.

Individuals Patrons enrolled in the Winner's Edge Program

Use To administer AGLC's Winner's Edge program

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

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PIB Number 38

Name **E-Commerce Customer Database**

Location Gaming & Cannabis Unit

Information Maintained Name, address, mailing address (if different than home address provided for ID verification), date of birth, telephone number, email address, Albertacannabis.org purchase history.

Individuals Patrons (previously or currently) enrolled in the Self-Exclusion Program, ID number/type/issuing authority

Use E-Commerce site no longer active/no new personal information is collected. Information collected to date is being held in accordance with approved retention schedules.

Legal Authority *Freedom of Information and Protection of Privacy Act  
Gaming, Liquor and Cannabis Act*

PIB Number 39

Name **Customer Care North Database**

Location Business Development Office, Customer Care North - Clientele System (Call Center)

Information Maintained Name, address, telephone number, email address, information relating to call (personal details as provided on a case-by-case basis),

Individuals Patrons contacting the Call Center for assistance

Use To administer E-Commerce services/Verify accounts

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

PIB Number 40

Name **Contract Status Table**

Location Procurement, Corporate Services

Information Maintained May include names, comments, address, phone numbers, email addresses, insurance information

Individuals Suppliers/Vendors (that have provided PI)

Use Tracking status of procurement contracts for AGLC

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