



Personal Information Bank

1. Title of Personal Information Bank

Archives Management System (ArchivERA)

2. Location

City Clerk's Office

3. Description

Providing archival services to the public and utilizing the ArchivERA management system to assist in managing researcher, donor, and other personal information found within the records themselves.

4. Categories of Personal Information

Name, address, phone number, email address

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy ("FOIP") Act*.

6. Collection, Use, and Disclosure

Collection/Use: The personal information is collected and used by Archives to assist researchers with their archives inquiry, and manage their archives collection/donors.

Created: 2021-March-30

Last updated: YYYY-Month-DD



Personal Information Bank

1. Title of Personal Information Bank

Licence and Community Standard Appeal Board (LCSAB) File

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information may include an individual's name, address, legal description of the subject property, telephone number, email, signature, partial payment information, and photographs.

4. Categories of Personal Information

Appellant related to the appeal.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to process an appeal to the LCSAB

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-13

Last updated: 2020-08-13



Personal Information Bank

1. Title of Personal Information Bank

Licence and Community Standard Appeal Board (LCSAB) Annual Hearing
Statistical spreadsheet

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information contained in this tracking sheet contains address and identifying numbers of permits/orders and appeals that are assigned to a permit and/or an appeal.

4. Categories of Personal Information

Appellant related to the appeal.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to track an appeal to the LCSAB

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-13

Last updated: 2020-08-13



Personal Information Bank

1. Title of Personal Information Bank

Licence and Community Standard Appeal Board (LCSAB) member contact list

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information may include an individual's name, address, telephone number, and email.

4. Categories of Personal Information

LCSAB members

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to communicate and distribute hearing materials to LCSAB members

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-13

Last updated: 2020-08-13



Personal Information Bank

1. Title of Personal Information Bank

Subdivision and Development Appeal Board (SDAB) File

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information may include an individual's name, address, legal description of the subject property, telephone number, email, signature, partial payment information, and photographs.

4. Categories of Personal Information

Appellant, applicant, adjacent property owners and other parties related to the appeal.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act* and the *Municipal Government Act*, sections 678 and 686.

6. Collection, Use, and Disclosure

Collection/Use: to process an appeal to the SDAB

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act* and the *Municipal Government Act*, section 686.

Created: 2020-08-13

Last updated: 2020-08-13



Personal Information Bank

1. Title of Personal Information Bank

Subdivision and Development Appeal Board (SDAB) Annual Hearing
Statistical spreadsheet

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information contained in this tracking sheet contains address and identifying numbers of development permits and appeals that are assigned to a development permit and/or an appeal.

4. Categories of Personal Information

Appellant, applicant, adjacent property owners and other parties related to the appeal.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to track an appeal to the SDAB

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-13

Last updated: 2020-08-13



Personal Information Bank

1. Title of Personal Information Bank

Subdivision and Development Appeal Board (SDAB) member contact list

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information may include an individual's name, address, telephone number, and email.

4. Categories of Personal Information

SDAB members

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to communicate and distribute hearing materials to the SDAB members

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-13

Last updated: 2020-08-13



Personal Information Bank

1. Title of Personal Information Bank

Assessment Review Board (ARB) Annual Hearing Statistical spreadsheet

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information contained in this tracking sheet contains address and identifying numbers of complaints to the ARB. Assessed values and the decision of the Board are displayed here.

4. Categories of Personal Information

Complainants, and property owners.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to view information about Assessment Review Board complaints and decisions of the Board.

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-20

Last updated: 2020-08-20



Personal Information Bank

1. Title of Personal Information Bank

Contact lists for Assessment Review Board (ARB) local members and Municipal Government Board (MGB) members.

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The personal information may include an individual's name, address, telephone number, and email.

4. Categories of Personal Information

Local ARB Members and Provincial (MGB) members

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: to communicate with members of the ARB and MGB.

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Created: 2020-08-20

Last updated: 2020-08-20



Personal Information Bank

1. Title of Personal Information Bank

Record of Hearing for ARB files

2. Location

City Clerk's Office – Appeals and Tribunals

3. Description

The Record of Hearing includes all documents associated with a complaint – including; the complaint form, disclosures, audio-recording, and the decision of the Board. Personal information may include an individual's name, address, legal description of the subject property, telephone number, email, signature, partial payment information, and photographs.

4. Categories of Personal Information

Complainant, Respondent, and property owners

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*, the *Municipal Government Act*, section 460, and Alberta Regulation 201/2017 – Matters Relating to Assessment Complaints Regulation (MRAC).

6. Collection, Use, and Disclosure

Collection/Use: to process a complaint to the ARB

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act* and the *Municipal Government Act*, section 464.

Created: 2020-08-20

Last updated: 2020-08-20

1. Title of Personal Information Bank

City of Calgary Archives User Registration

2. Location

City Clerk's Office - Archives and Information Management

3. Description of Personal Information

Unique registration number;

Last name, first name and initial of Registrant;

Address, telephone, and possibly email address of Registrant; and

Institutional affiliation, if applicable.

4. Categories of Individuals

Any individual using archival materials for research purposes while at The City of Calgary Archives.

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy ("FOIP") Act*

6. Collection, Use, and Disclosure

The personal information is collected to facilitate communication with researchers.

Created: 2020 June 30

Last updated: 2020 June 30

1. Title of Personal Information Bank

City of Calgary Archives User Registration

2. Location

City Clerk's Office - Archives and Information Management

3. Description of Personal Information

Unique registration number;

Last name, first name and initial of Registrant;

Address, telephone, and possibly email address of Registrant; and
Institutional affiliation, if applicable.

4. Categories of Individuals

Any individual using archival materials for research purposes while at The City of Calgary Archives.

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy ("FOIP") Act*

6. Collection, Use, and Disclosure

The personal information is collected to facilitate communication with researchers.

Created: 2020 June 30

Last updated: 2020 June 30



Personal Information Bank

1. Title of Personal Information Bank

Downtown Birthday List for 2nd Floor

2. Location

City Clerk's Office – Director's Office

3. Description

Employee names and birth month and day

4. Categories of Personal Information

City Clerk's Office Employees working on the 2nd floor of the administration building who have opted in to have their birthdays celebrated.

5. Legal Authority

Section 33 for the FOIP Act

6. Collection, Use, and Disclosure

The personal information is used by staff to celebrate the upcoming birthdays of other staff as part of social workplace celebration.

Created: 2020-08-26

Last updated: 2020-08-26



Personal Information Bank

1. Title of Personal Information Bank

City Clerk's Office Employee Computer Peripheral Purchase Request
Tracking Sheet

2. Location

City Clerk's Office – Director's Office

3. Description

Employee names, employee ID numbers.

4. Categories of Personal Information

List of employees who applied for approval to purchase peripheral
computer devices for their home work spaces during COVID-19 relocation.

5. Legal Authority

Section 33 for the FOIP Act

6. Collection, Use, and Disclosure

The personal information is used by Director's Office staff to track requests,
approvals, and reimbursements for the purchase of at-home peripherals.

Created: 2020-08-26

Last updated: 2020-08-26



Personal Information Bank

1. Title of Personal Information Bank

Travel requirements information

2. Location

City Clerk's Office – Director's Office

3. Description

Employee names, birth date.

4. Categories of Personal Information

Info about City Clerk's Office employees who have requested booking assistance with their work-related travel needs.

5. Legal Authority

Section 33 for the FOIP Act

6. Collection, Use, and Disclosure

The personal information is used by staff book work-related travel for other staff.

Created: 2020-08-26

Last updated: 2020-08-26



Personal Information Bank

1. Title of Personal Information Bank

Temporary election and census workers

2. Location

City Clerks' Office – Elections & Census division

3. Description

Names, contact information, signatures, pictures (in some cases) related to the hiring of temporary election and census workers.

4. Categories of Personal Information

Individuals who have applied and been hired to be a temporary worker.

5. Legal Authority

Section 33 of the Freedom of Information and Protection of Privacy Act.

6. Collection, Use, and Disclosure

Collection/Use: The personal information is collected and used to process job applications and hiring of temporary workers.

Disclosure: The personal information may be disclosed pursuant to section 40 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Created: 2020-July-28

Last updated: 2020-July-28



Personal Information Bank

1. Title of Personal Information Bank

Nomination candidates

2. Location

City Clerks' Office – Elections & Census division

3. Description

Names, contact information, signatures, pictures (in some cases), video (in some cases) as it relates to an election candidate process.

4. Categories of Personal Information

Individuals who have filed candidate nomination papers for councilor, mayor or school board trustees.

5. Legal Authority

Section 27 of the Local Authorities Election Act (LAEA). Section 33 of the Freedom of Information and Protection of Privacy Act

6. Collection, Use, and Disclosure

Collection/Use: The personal information is collected and used to process candidate nomination and conduct an election.

Disclosure: Candidate names are disclosed on publicly available websites as it relates to an election (Elections Calgary and Elections Alberta). Any member of the public can view candidate nomination papers at the Elections office.

The personal information may be disclosed pursuant to section 40 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Created: 2020-July-28

Last updated: 2020-July-28



Personal Information Bank

1. Title of Personal Information Bank

Election special ballot requests

2. Location

City Clerks' Office – Elections & Census division

3. Description

Names, contact information, signatures, and copy of ID related to a special ballot request process.

4. Categories of Personal Information

Members of the public who are eligible to vote and meet the requirement for a special ballot request.

5. Legal Authority

Section 77.1 of the Local Authorities Election Act (LAEA). Section 33 of the Freedom of Information and Protection of Privacy Act

6. Collection, Use, and Disclosure

Collection/Use: The personal information is collected and used to process special ballot requests.

Disclosure: LAEA Section 77.1 (4) any candidate or a candidate's official agent or scrutineer in the voting station may request to view the names and addresses of electors in the voting station who have requested a special ballot. The personal information may be disclosed pursuant to section 40 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Created: 2020-July-28

Last updated: 2020-July-28



Personal Information Bank

1. Title of Personal Information Bank

List of electors.

2. Location

City Clerks' Office – Elections & Census division

3. Description

Names and addresses as it relates to a list of electors.

4. Categories of Personal Information

Members of the public who have registered with Elections Alberta and with The City of Calgary for the purpose for an election.

5. Legal Authority

Section 49 of the Local Authorities Election Act (LAEA). Section 33 of the Freedom of Information and Protection of Privacy Act.

6. Collection, Use, and Disclosure

Collection/Use: The information is collected and used to conduct an election.

Disclosure: The personal information may be disclosed pursuant to section 40 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Created: 2020-July-28

Last updated: 2020-July-28



Personal Information Bank

1. Title of Personal Information Bank

Third party advertiser registry.

2. Location

City Clerks' Office – Elections & Census division

3. Description

Names, contact information and addresses of individuals or groups as it relates to a third party advertiser.

4. Categories of Personal Information

Members of the public, individuals or groups, who have registered with The City of Calgary for the purpose of advertising as a third party.

5. Legal Authority

Section 163 of the Local Authorities Election Act (LAEA). Section 33 of the Freedom of Information and Protection of Privacy Act.

6. Collection, Use, and Disclosure

Collection/Use: The information is collected as a publicly viewable registry on ElectionsCalgary.ca.

Disclosure: The information may be disclosed pursuant to section 40 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Created: 2020-July-28

Last updated: 2020-July-28



Personal Information Bank

1. Title of Personal Information Bank

General enquiries and complaints related to an election or census activity.

2. Location

City Clerks' Office – Elections & Census division

3. Description

Names and contact information as it relates to an enquiry or a complaint.

4. Categories of Personal Information

Members of the public who have submitted an enquiry or a complaint regarding an election or census activity.

5. Legal Authority

Section 33 of the Freedom of Information and Protection of Privacy Act.

6. Collection, Use, and Disclosure

Collection/Use: The personal information is collected and used for corresponding with the citizen and/or forwarding their complaint to the Election commissioner.

Disclosure: The personal information may be disclosed pursuant to section 40 of the Freedom of Information and Protection of Privacy (FOIP) Act.

Created: 2020-July-28

Last updated: 2020-July-28



Personal Information Bank

1. **Title of Personal Information Bank**

Booster Club - Letters of Recognition for Sport Achievements

2. **Location**

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. **Description**

The City of Calgary, in partnership with the Calgary Booster Club, recognizes amateur athletes. National champions or medalists at a major international competition can receive a letter from the Mayor.

Personal data collected: First and Last Name of athlete, coach or team member, sport achievement, sport organization affiliation and address

4. **Categories of Personal Information**

Members of the public

5. **Legal Authority**

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. **Collection, Use, and Disclosure**

Collection, Use: Request/application identifier, contact for the request

Disclosure: Internal use only for contacting the athlete and fulfilling the program requirements

Created: 2020-July-20

Last updated: 2020-July-20



Personal Information Bank

1. Title of Personal Information Bank

Calgary Awards Advisory Group Contact List

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

The members provide feedback and input to assist with the future planning of the Calgary Awards program.

Personal data collected: First and last name, organization (if applicable), email, phone.

4. Categories of Personal Information

Members of the public

City of Calgary employees

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Information is to recruit and liaise with members to organize advisory group meetings

Disclosure: Internal use only for contacting the members

Created: 2020-07-20

Last updated: 2020-07-20

1. Title of Personal Information Bank

Calgary Awards Book Prize Submissions List

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

The Calgary Awards program invites citizens to submit published works that are eligible for the W.O. Mitchell Book Prize

Personal data collected: Nominee: First and last name, city of residence

Information for the Book Prize is received from the Writers' Guild of Alberta (WGA), as they administer this program. WGA provides city of residence to confirm eligibility: author must be a resident of Calgary

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: liaising with shortlisted authors to plan the shortlist announcement and the awards presentation

Disclosure: Names of the shortlisted authors are listed in announcements about the shortlist. The recipient's name is listed in the Council Meeting minutes when the list of recipients is ratified by Council



Personal Information Bank

1. Title of Personal Information Bank

Calgary Awards Jury Members Contact List

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

The members of four separate juries select the recipients for the Calgary Awards program.

Personal data collected: First and last name, organization (if applicable), email, phone.

Note: for the W.O. Mitchell Book Prize jury:

Juror information for the Book Prize is received from the Writers' Guild of Alberta (WGA), as they do the recruitment for this jury.

WGA also provides jurors' addresses to confirm eligibility: 1 juror from Calgary, 1 juror from Alberta (but outside Calgary), and 1 from Canada (but outside Alberta).

4. Categories of Personal Information

Members of the public

City of Calgary employees

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Information is to recruit and liaise with jurors to administer the program

Disclosure: Names of the jury members are listed in the Council Meeting minutes when the list of recipients is ratified by Council

1. Title of Personal Information Bank

Calgary Awards Nominations

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

The Calgary Awards program invites citizens to nominate individuals and organizations who have made significant contributions and helped make Calgary a better place to live, work and play.

Personal data collected:

Nominee: First and last name, organization (if applicable), address, email, phone.

Nominator: First and last name, organization (if applicable), email, phone.

Nominator also confirms that nominee is aware that his/her contact information is being shared with The City of Calgary for the purposes of administering the Calgary Awards program.

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Information is for processing nominations, verify eligibility, and liaising with recipients/nominators to plan the awards presentation

Disclosure: Names of the recipients are made public as part of the award presentation and subsequent announcements. Names of all nominees are listed in the Council Meeting minutes when the list of recipients is ratified by Council



Personal Information Bank

1. **Title of Personal Information Bank**

Calgary Awards Promotions Contact list

2. **Location**

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. **Description**

The Calgary Awards program invites citizens to nominate individuals and organizations who have made significant contributions and helped make Calgary a better place to live, work and play.

Personal data collected:

Past nominators and recipients (last three years only)*: first and last name, address, email

Service Clubs: organization, address, email

Misc. companies & schools: organization, address

Community Associations: organization, address, email

Environmental Achievement Award contacts**: first and last name, organization, email

Accessibility Award contacts***: first and last name, organization, address, email

*Indicated they wished to receive communications about The Calgary Awards

**List received from Environmental & Safety Management

***List received from Calgary Building Services

4. **Categories of Personal Information**

Members of the public

5. **Legal Authority**

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. **Collection, Use, and Disclosure**

Collection, Use: Sending mail or email to announce the Call for Nominations for the Calgary Awards program

Disclosure: Internal use only for sending the promotional material about the Calgary Awards program

Created: 2020-07-20

Last updated: 2020-07-20



Personal Information Bank

1. Title of Personal Information Bank

Calgary Awards Sponsor Contact List

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

The Sponsor Contact list is activities related to the sponsorship component of the Calgary Awards program. Personal data collected: Organization, first and last name of contact, email, phone, address

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: for administering the Calgary Awards program, promoting the program and event invitations

Disclosure: Internal use only for contacting for the purpose identified only

Created: 2020-07-16

Last updated: 2020-07-16



Personal Information Bank

1. **Title of Personal Information Bank**

Civic Partners List

*Note – confirmation and updates to the list maintained is received from Office of Partnership, Calgary Neighborhoods

2. **Location**

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. **Description**

The Civic Partners list is used for invitations to events/meetings and promotion of programs. Personal data collected: Organization, first and last name of President and/or CEO, Board Chair, email, phone

4. **Categories of Personal Information**

Members of the public

5. **Legal Authority**

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. **Collection, Use, and Disclosure**

Collection, Use: contact for promotions of programs and event/meeting invitations

Disclosure: Internal use only for contacting for the purpose identified only

Created: 2020-07-16

Last updated: 2020-07-16



Personal Information Bank

1. Title of Personal Information Bank

Corporate Gift Room Sales tracking

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

When a sale is made for items from the corporate gift room, tracking of the sale is made for financial processing and reporting purposes. Personal data collected: First and Last Name of purchaser, payment type, BU coding details (in some cases if not cash), phone, item(s) purchased

4. Categories of Personal Information

City of Calgary employees
Civic Partner organization employees

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*

6. Collection, Use, and Disclosure

Collection, Use: Request/application identifier, contact for the request

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements

Created: 2020-07-16

Last updated: 2020-07-16



Personal Information Bank

1. Title of Personal Information Bank

Delegation Visit and Study Tour requests

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

Incoming visiting delegations and study tours to our city who wish to meet with City administration or Council are asked to fill in a request form. Personal data collected: Organization, First and Last Name of contact, Phone, email, attendee resume details (optional)

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*

6. Collection, Use, and Disclosure

Collection, Use: Request/application identifier, contact for the request

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements

Created: 2020-07-16

Last updated: 2020-07-16



Personal Information Bank

1. Title of Personal Information Bank

Flag Raising Application requests

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

The City may fly flags on a temporary basis to mark special and ceremonial occasions. An application process exists to apply for a flag raising.

Information supplied on the application form allows for processing flag raising requests. Personal data collected: Organization, first and last name of contact, email, phone

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Request/application identifier, contact for the request

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements

Created: 2020-07-20

Last updated: 2020-07-20



Personal Information Bank

1. Title of Personal Information Bank

Municipal Complex Tour requests

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

Complimentary tours of The City's Municipal Complex, which includes Historic City Hall, Municipal Building and Plaza, Council Chamber and Administration Building led by volunteer tour guides are available by request.

Personal data collected: First and Last Name, phone, email, school/organization address

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Request/application identifier, contact for the request

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements

Created: 2020-July-20

Last updated: 2020-July-20



Personal Information Bank

1. **Title of Personal Information Bank**

Proclamations and Letters of Recognition requests

2. **Location**

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. **Description**

Proclamations and letters of recognition are formal ceremonial documents signed by the Mayor. Proclamations officially recognize the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness or fundraising campaign on a specific day, week or month. Letters of recognition acknowledge a profession or an organization's significant anniversary, milestone occasion, or historic commemoration on a specific day, week or month.

Information supplied on the application form allows for processing requests for Proclamations and Letters of Recognition on behalf of the Mayor's Office. Personal data collected: Organization, first and last name of contact, email, phone. Address is optional.

4. **Categories of Personal Information**

Members of the public

5. **Legal Authority**

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. **Collection, Use, and Disclosure**

Collection, Use: Request/application identifier, contact for the request; address is for hard copy of Proclamations or Letters of Recognition to be mailed when requested

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements



Personal Information Bank

1. Title of Personal Information Bank

List of protocol offices and colleagues in other municipalities

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

A list of protocol offices and colleagues in other municipalities is maintained for correspondence with colleagues that do similar work, for municipal scans and inquiries. Personal data collected: Municipality, first and last name, email, phone

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: contact for professional consultations

Disclosure: Internal use only for contacting the municipality protocol offices and staff

Created: 2020-07-16

Last updated: 2020-07-16



Personal Information Bank

1. Title of Personal Information Bank

Recognitions by Council applications

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

City Administration may apply to be recognized by Council for significant accomplishments, initiatives, or programs which enhance community spirit and positively impact The City of Calgary and its citizens. The City Clerk's Office initiates recognitions for professional sports teams and other significant achievements by citizens (at the discretion of the Office of the Mayor).

Personal data collected: First and Last Name, phone, email

4. Categories of Personal Information

City of Calgary employees

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Request/application identifier, contact for the request

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements

Created: 2020-July-20

Last updated: 2020-July-20

1. Title of Personal Information Bank

Volunteer Tour Guide applications and management

2. Location

City Clerk's Office, Governance and Protocol Services Division, Citizen Recognitions and Protocol Services Section

3. Description

Complimentary tours of The City's Municipal Complex, which includes Historic City Hall, Municipal Building and Plaza, Council Chamber and Administration Building led by volunteer tour guides are available by request. People interested in volunteering as a tour guide can apply.

Personal data collected: First and Last Name, phone, email; CPIC must be completed

4. Categories of Personal Information

Members of the public

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection, Use: Request/application identifier, contact for the request;
Record of successful completion is required to become a volunteer guide.
No records kept.

Disclosure: Internal use only for contacting the requestor and fulfilling the program requirements.

Created: 2020-July-20

Last updated: 2020-July-20



Personal Information Bank

1. Title of Personal Information Bank

Inquiries received in Public Submissions inbox not pertaining to Committee and Council meetings.

2. Location

City Clerks Office - Legislative Coordination Section.

3. Description

Name and contact information (email and phone number).

4. Categories of Personal Information

Members of public and City of Calgary employees.

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act

6. Collection, Use, and Disclosure

Collection/Use: Submission (either email or on Public Submission form) forwarded on to appropriate Administration section for follow up.

Disclosure: Pursuant to Section 40 of *FOIP*.

Created: 2020-August-21

Last updated: YYYY-Month-DD



Personal Information Bank

1. Title of Personal Information Bank

Public Submissions regarding Committee and Council meetings.

2. Location

City Clerks Office - Legislative Coordination Section.

3. Description

Name, contact information (email and phone number), if representing a group/industry.

4. Categories of Personal Information

Members of public and/or their representatives.

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection/Use: Compiled into an attachment to an agenda item for decision makers to view.

7. Disclosure: Pursuant to Section 40 of *FOIP*.

Created: 2020-August-21

Last updated: 2020-August-21



Personal Information Bank

1. Title of Personal Information Bank

Public requesting to speak at Committee or Council meetings.

2. Location

City Clerk's Office - Legislative Coordination Section.

3. Description

Name, contact information (email and phone number), if representing a group/industry.

4. Categories of Personal Information

Members of public; voluntary or invited.

5. Legal Authority

The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act

6. Collection, Use, and Disclosure

Collection/Use: Personal information is used to coordinate, schedule time to speak, and to add their names to the minutes.

7. Disclosure: Pursuant to Section 40 of *FOIP*.

Created: 2020-August-21

Last updated: YYYY-Month-DD

1. Title of Personal Information Bank

Boards Commissions and Committees (BCC) Applications

2. Location

The applications themselves and a spreadsheet summarizing the applications are stored temporarily on the shared drive and from there moved to Content Server.

Information within the applications is also stored in the BCC database. The BCC Database will be replaced by a new system called Board Manager by May of 2021.

3. Description Resumes for the applicants, which normally include:

Name,
Phone number(s)
Home Address
Email address
Employment history
Education history

4. Categories of Personal Information

Members of the public who are interested in participating in BCCs (self-selected as a result of recruitment process).

5. Legal Authority

Freedom of Information and Protection of Privacy Act, Section 33(c)

6. Collection, Use, and Disclosure

The information is being collected and used by City Council, City Administration and members of the Board, Commission or Committee applied to, for the purpose of making an appointment.



Personal Information Bank

1. Title of Personal Information Bank

Boards Commissions and Committees (BCC) Volunteers

2. Location

The information is currently stored in the BCC Database, this database will be replaced by the Board Manager database no later than May 2021.

3. Description

Appointment Status

Contact information for all members current and past, primarily:

Name

Phone Number

Email Address

Mailing Address

4. Categories of Personal Information

Members of the public who were successful in their application to participate in BCCs.

5. Legal Authority

Freedom of Information and Protection of Privacy Act, Section 33(c)

6. Collection, Use, and Disclosure

The information is used by City Administration and other Board, Commission or Committee members in carrying out the business, and to assist with improving the business processes of the particular Board, Commission or Committee to which the individual has been appointed.

Created: 2020-11-26

Last updated: 2020-11-26



Personal Information Bank

1. Title of Personal Information Bank

Contracts and Agreements

2. Location

Content server (electronic document and records management system)
Contracts and Agreements Recording System (CARS) database

3. Description

Contracts and agreements may contain any of the following types of information:

Name

Address

Employee ID

Employment information

Financial information

4. Categories of Personal Information

Anyone who is entering into a contract or agreement with the City of Calgary (either internal or external).

5. Legal Authority

Freedom of Information and Protection of Privacy Act, Section 33(c)

6. Collection, Use, and Disclosure

The information is collected by the business units or lawyers who are entering into contracts or agreements. It is used by those business units or lawyers for the purposes of fulfilling the contract or agreement. Policy and Governance receives and maintains the contracts and agreements as part of the official record of the City of Calgary and does not actively use the information. Once received, only non-confidential agreements are disclosed either internally or externally for reference purposes.

1. Title of Personal Information Bank

Customer Query Emails

2. Location

Shared email inbox (Microsoft Outlook exchange server)

3. Description

Typical information included by customers when they submit email queries includes:

Name

Email address

Telephone number

Address

4. Categories of Personal Information

Councilors, members of the City Administration, citizens, or representatives from other public bodies (governments) or companies who are looking for information about city records or processes.

5. Legal Authority

Freedom of Information and Protection of Privacy Act, Section 33(c)

6. Collection, Use, and Disclosure

The personal information is voluntarily submitted by people as part of their email inquiry. The personal information is used to provide the individual with a response to the inquiry. The personal information is not normally disclosed – but in some instances may be given to another department if the inquiry was sent to Policy and Governance incorrectly, so that the other department can respond to the inquiry.



Personal Information Bank

1. Title of Personal Information Bank

Employee Files

2. Location

Shared Network Drive – Legislative Coordinator folder for Policy and Governance

Printed copies organized alphabetically by employee name in file folders in the Coordinator's office

3. Description

Employee Names

Employee IDs

Employee phone numbers and home addresses

Employment history, performance and development information

4. Categories of Personal Information

Employees who report to the Policy and Governance Coordinator

5. Legal Authority

Exempt Staff Policy HR-LR-006

Collective Agreement CUPE Local 38, s. 109.01

6. Collection, Use, and Disclosure

The personal information is collected and used as part of the coordinator's duties in managing probationary employees and employee development – to deliver services and manage personnel in accordance with the above mentioned policies. The documents are typically only disclosed to the individual they pertain to, and Human Resources.

Created: 2020-12-01

Last updated: 2020-12-09

1. Title of Personal Information Bank

Records of Council and Committee Meetings

2. Location

Content Server – electronic document and records management system
eScribe - database

3. Description

The information voluntarily provided by the categories of people listed below may include any of the following:

Name

Home / business phone number

Email address

Marital or family status

Financial information

Employment information

Race, national or ethnic origin

Religious or political beliefs or associations

Personal views or opinions

4. Categories of Personal Information

People who apply to be part of a panel or boards, committees or commissions (BCCs) and whose applications are included in the agenda of a council meeting

People who want to speak regarding a council meeting agenda item

People who have participated in opinion polls conducted by various community actors

5. Legal Authority

Bylaw 35M2017

Freedom of Information and Protection of Privacy Act, Section 33(c)

Municipal Government Act, Sections 230 and 636

6. Collection, Use, and Disclosure

The personal information collected from and/or voluntarily submitted by people who want to speak or submit comments to a meeting are included in the meeting agenda and/or minutes and are part of the public record so are disclosed publicly. The information is used to inform Council decisions.



Personal Information Bank

The personal information collected as part of BCC applications is voluntarily submitted by individuals who have self-selected as wanting to participate in BCCs. This information is only disclosed to Council and the BCC members who are involved in the selection of volunteers. The information is used to facilitate the selection of those volunteers.

The personal information present in opinion polls is collected by community actors who wish to obtain public opinion on a topic being discussed by Council. This information is designated confidential so only disclosed to Council and is used by Council to inform decisions on those topics.



Personal Information Bank

1. Title of Personal Information Bank

Signature Samples and Signing Authorities

2. Location

Content Server

SharePoint – signature sample database

Hard Copy – in binders organized alphabetically by employee name

3. Description

Name

Job position titles and responsibilities

Signature samples

4. Categories of Personal Information

Employees who have been delegated the authority to sign or initial various contracts and agreements which are processed through Governance and Protocol Services within the City Clerk's office.

5. Legal Authority

Freedom of Information and Protection of Privacy Act, Section 33(c)

Real Property Bylaw 52M2009

Execution of Contracts Bylaw 43M99

6. Collection, Use, and Disclosure

Governance and Protocol collects the personal information upon receiving an approved delegation of authority from a senior leader at The City for a member of their staff (with a sample of their signature or initial). The City Clerk's Office uses this personal information to validate that the signatory is authorized to sign an agreement, and verify that the signature and/or initials are authentic. The information is not disclosed to anyone other than the individuals verifying the signature of an agreement.

Created: 2020-11-24

Last updated: 2020-12-09

1. Title of Personal Information Bank

Access to or Correction of Information requests

2. Location

City Clerk's Office – Access and Privacy Section

3. Description

The personal information may include an individual's name, contact information, and other processing information related to the request, as well as personal information contained in any City records that are relevant to the nature of the access to or correction of information request.

4. Categories of Personal Information

The categories of individuals are any individuals and/or their representatives who make access to or correction of information requests to obtain information and/or correct personal information under the custody and/or control of The City. This includes members of the public, media sources, and City employees, amongst others.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

6. Collection, Use, and Disclosure

Collection/Use: The personal information is collected and used to process and respond to access to or correction of information requests made under the *Freedom of Information and Protection of Privacy (FOIP) Act*, including subsequent complaints, investigation and judicial review when applicable.

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.



Personal Information Bank

1. Title of Personal Information Bank

Privacy Breach Reporting

2. Location

Electronic “Privacy Breach Report Internal” tracker - Access and Privacy Section, City Clerk’s Office. The application used to store the personal information is Microsoft Excel.

3. Description of Personal Information

The personal information is the First Name and Last Name of the person reporting or filing a complaint related to a privacy breach incident.

4. Categories of Individuals

The categories of individuals are anyone from the general public or internal City employee who wants to report or complaint about a privacy breach incident.

5. Legal Authority

The personal information is collected pursuant to section 33 of the *Freedom of Information and Protection of Privacy (FOIP Act)*.

6. Collection, Use and Disclosure

Collection/Use: Personal information is collected and used to open and investigate privacy breach incidents and to contact the reporter or complainant.

Disclosure: The personal information may be disclosed pursuant to section 40 of the *Freedom of Information and Protection of Privacy (FOIP Act)*.