Privacy Impact Assessment Summary

Business Unit / Department: Finance/Tax, Credit, Collections and Human Resources Total Rewards & Healthy Workplace LS

Project Title: I Got Mind

PIA Number: 2021-PIA-091

Project Description:

I Got Mind is a new training initiative where Human Resources Total Rewards & Healthy Workplace Leader Support Team is collaborating with two teams in the Finance business unit: Tax Advisory Services and Credit & Collections to deliver hybrid training, consisting of virtual, facilitated sessions along with two online learning modules to team members.

Personal Information collected, used and disclosed by the project:

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

Note: Personal information is defined in section 1(n) of the *Freedom of Information and Protection of Privacy Act* of Alberta

PIA Report Acceptance Date: 10/6/21