



Stakeholder Contact Lists

PIB #:	1
Location:	Public Service Pension Board Office
Information Maintained:	Information maintained may include: names, addresses, telephone numbers, and email addresses.
Individuals:	Representatives from PSPP employers and unions, contractors, vendors, Government of Alberta and Auditor General contacts.
Use:	To obtain services and products for the Public Service Pension Board, and to maintain contact with the individuals noted above.
Legal Authority:	Government Organization Act, and the Freedom of Information and Protection of Privacy Act

Expenditure Management

PIB #:	2
Location:	Public Service Pension Board Office
Information Maintained:	Information maintained may include: names, credit card information, addresses, telephone numbers, copies of expense and remuneration claims, and association member registration numbers.
Individuals:	Plan Board and Investment Committee members, employees, consultants and service providers
Use:	To process and verify expense and remuneration claims; to retain and use for audit purposes; to process and verify invoices; to process purchase orders; and to administer expenditure approval process and contracts for services and/or products.
Legal Authority:	Financial Administration Act, and the Freedom of Information and Protection of Privacy Act

Activity Tracking

PIB #: 3

Location: Public Service Pension Board Office

Information Maintained: Information maintained may include: name; addresses; telephone and fax numbers; email addresses; employment history; information on spouse and/or ex-spouses; information specific to nature of a complaint, incident or request; file number; issue/description of file; status of file and other documents received or mailed.

Individuals: The information maintained may be related to anyone that interacts with the Public Service Pension Board, including members, pensioners, pension partners, spouses, beneficiaries, dependants, contractors and the general public.

Use: To track and maintain the progress of activities, complaints, correspondence, service requests, inquiries; to generate reports for reporting purposes; to use for audit purposes; to store and retrieve pension information on pension administration topics; and to retain evidence to support investigations completed.

Legal Authority: Public Sector Pension Plans Act, Government Organization Act, Legislative Provisions Regulations, and the Freedom of Information and Protection of Privacy Act

Board and Investment Committee Member Information

PIB #: 4

Location: Public Service Pension Board Office

Information Maintained: Information maintained may include: name, telephone numbers, addresses, documents pertaining to credentials or professional designations, conference attendance information, memberships, remuneration and expenses, and electronic signatures of the Board Chair and Vice-Chair.

Individuals: Current and past Plan Board and Investment Committee members and candidates.

Use: To administer and manage Board members; to track attendance to Board meetings for annual reporting purposes; to administer and report expenses and remuneration for Board members; and finalize approved outgoing correspondence.

Legal Authority: Public Sector Pension Plans Act, Federal Income Tax Act, Public Sector Compensation Transparency Act, and the Freedom of Information and Protection of Privacy Act

Administrative Reviews/Appeals

PIB #: 5

Location: Public Service Pension Board Office

Information Maintained: Information maintained includes a broad scope of personal information that is required for benefits entitlement that may include but is not limited to: name, address, contact information, beneficiary information, SIN, member and/or pensioner identifier number, marital status, pension partner name, pension partner date of birth, employment history, salary, and health information.

Individuals: Members and pensioners (including pension partners, ex-pension partners and beneficiaries) who request an Administrative Review by the Public Service Pension Board.

Use: To gather information for administrative reviews and appeals for the Board regarding the issue in dispute; to respond and administer administrative decision reviews; to obtain legal advice for determination of benefits entitlement; and to respond to complaints and legal discovery requests.

Legal Authority: Public Sector Pension Plans Act, Legislative Provisions Regulations, Federal Income Tax Act, and the Freedom of Information and Protection of Privacy Act

Freedom of Information and Protection of Privacy Act Requests (FOIPNet)

PIB #:	6
Location:	Stored in the Government of Alberta housed software and server. Content provided by APS Privacy Advocate Office on behalf of the Plan Board.
Information Maintained:	Information maintained may include: name, address, phone number, and email address and any other personal information provided by the applicant.
Individuals:	Applicants requesting information through the formal Freedom of Information and Protection of Privacy Act (FOIP Act) process, including individuals acting on behalf of another person (third parties).
Use:	To respond, process, and track all FOIP Act requests; Office of the Information and Privacy Commissioner of Alberta investigations; other public body consultations; and to provide annual statistics to the Government of Alberta (personal information removed).
Legal Authority:	Public Sector Pension Plans Act, and the Freedom of Information and Protection of Privacy Act

Employee Files

PIB #: 7

Location: Public Service Pension Board Office

Information Maintained: Information maintained may include: name, address, telephone numbers, email addresses, employee identification number, compensation information, security clearances, start date, employment status, emergency contacts, employment history, qualifications, and other information related to job applications. Also includes attendance records, employee goals, performance appraisals, performance improvement plans, letters of expectation, certifications, education, employee training records, termination information, commendations, grievances, disciplinary information,

Individuals: Public Service Pension Board employees

Use: To administer and manage employees; to analyze payroll activities; to track employee development and performance; to track and verify: employee training, absences, overtime and working schedules.

Legal Authority: Employment Standards Act, and the Freedom of Information and Protection of Privacy Act