



Stakeholder Contact Lists

PIB #:	1
Location:	Management Employees Pension Board (MEPB) Office
Information Maintained:	Information maintained may include: names, addresses, telephone numbers, and email addresses.
Individuals:	Plan Board employees and members.
Use:	To obtain services and products for MEPB; to maintain contact with project team members; to contact employees, board members; and for business continuity purposes.
Legal Authority:	Government Organization Act, and the Freedom of Information and Protection of Privacy Act



Expenditure Management

PIB #: 2

Location: MEPB Office

Information Maintained: Information maintained may include: names, address, employee identification number and credit card information.

Individuals: Plan Board members.

Use: To process and verify expense claims; retain and use for audit purposes; process and verify invoices; process purchase orders; administer expenditure approval process and contracts for services and/or products.

Legal Authority: Financial Administration Act, Public Sector Compensation Transparency Act and the Freedom of Information and Protection of Privacy Act



Activity Tracking

PIB #: 3

Location: MEPB Office

Information Maintained: Names of individuals who correspond with the MEPB.

Individuals: The information maintained may be related to anyone that interacts with MEPB, including members and pensioners, MEPB employees, contractors and general public.

Use: To track and maintain the progress of activities, assignments, complaints and correspondence; generate reports for reporting purposes and use for audit purposes.

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



Directory of Personal Information Banks Management Employees Pension Board

Board Member Information

PIB #: 4

Location: MEPB Office

Information Maintained: Information maintained may include: name, phone numbers, addresses, documents pertaining to credentials or professional designations, conference attendance information, memberships, remuneration and expenses.

Individuals: MEPB members

Use: To administer and manage board members; to track attendance to board meetings for annual reporting purposes; to maintain corporate filings (which may be disclosed as a matter of public record); and to administer and report remuneration for board members.

Legal Authority: Business Corporations Act, Federal Income Tax Act, Employment Standards Act, and the Freedom of Information and Protection of Privacy Act



Administrative Reviews/Appeals/Advisory Services

PIB #: 5

Location: MEPB Office

Information Maintained: Information maintained includes a broad scope of personal information that is required for benefits entitlement that may include: name, SIN, member identifier number, marital status, pension partner name, pension partner date of birth, employment history, salary, and disability related health information.

Individuals: Members and pensioners (including pension partners, ex-pension partners and beneficiaries).

Use: To gather information for administrative reviews and appeals for the board regarding the issue in dispute; to respond to appeals of administrative decisions provided by the pension plan administrator; to complete appeal hearings; 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, Access to Motor Vehicle Information Regulation, 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 Service Pension Plans Act, and the Freedom of Information and Protection of Privacy Act



Employee Files

PIB #: 7

Location: MEPB Office

Information Maintained: Information maintained may include: name, addresses, telephone and fax numbers, email addresses, employment status, employment history, qualifications, employee goals, performance appraisals, performance improvement plans, letters of expectation, certifications, education, employee training records, and commendations.

Individuals: MEPB employees

Use: Administer and manage employees; to track employee development and performance; to track and verify: employee training, absences.

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