

Stakeholder/Contact Lists

PIB #:	1
Location:	Special Forces Pension Board Office
Information Maintained:	Information maintained may include: names, addresses, telephone numbers, and email addresses.
Individuals:	Special Forces Pension Board employees, contractors, service providers, vendors, members, pensioners, and Municipal and Government of Alberta contacts.
Use:	To obtain services, products, and to provide research, information and advice for the Special Forces Pension Board; to maintain contact with stakeholders, members and pensioners; to contact service providers, employees, and board members for business continuity purposes; and to identify operational personnel for applications and services.
Legal Authority:	Government Organization Act, and the Freedom of Information and Protection of Privacy Act

Board Member Information

PIB #: 2

Location: Special Forces Pension Board 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: Special Forces Pension Board members and candidates.

Use: To administer and manage all activities for board members, to track board member attendance at board meetings for annual reporting purposes, and to administer and report remuneration for board members.

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

Appeals/Advisory Services

PIB #: 3

Location: Special Forces Pension Board Office and Remote Board Portal

Information Maintained: Information maintained includes a broad scope of personal information that is required for benefit entitlement that may include: name, SIN, member or pensioner identifier number, marital status, pension partner name, date of birth, employment history, beneficiary information, salary, health information and other documents provided by an appellant.

Individuals: Appellant (including members, pensioners, pension partners, beneficiaries and others with standing).

Use: To gather information for appeals to the board regarding the issue in dispute, to respond to appeals, to obtain legal advice for determination of benefit entitlement, and to respond to legal discovery requests.

Legal Authority: Federal Income Tax Act, Public Sector Pension Plans Act, Legislative Provisions Regulations, Freedom of Information and Protection of Privacy Act, and Access to Motor Vehicle Information Regulation

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

PIB #:	4
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, 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 #: 5

Location: Special Forces Pension Board Office

Information Maintained: Information maintained may include: name, date of birth, address, telephone numbers, email addresses, compensation information, start date, employment status, 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, commendations, grievances, disciplinary information, labour representatives, labour dispute information, and work accommodations.

Individuals: Special Forces Pension Board employees

Use: Manage employees; to analyze payroll activities; to track employee development and performance; to track and verify: employee training, absences, and overtime and working schedule.

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